

✓ Grades Assigned by an Instructor

The grading mode for a course is displayed under the Grade Mode column of the DOME Class List.

For the purposes of the calculation of a GPA, the NP is interpreted as a grade of 40 for undergraduate students and 55 for graduate students to reflect the difference in the passing grade. When a letter grade is not assigned, the actual numerical grade earned should be entered.

Grade Mode	Grade Entered
Credit/No Credit	C (Credit for hours shown) or N (No Credit for hours shown)
Pass/Fail	P (Pass Standing) or F (Fail Standing)
Maintenance of Candidacy	MC (Maintenance of Candidacy)
Normal	<p>Percentage (00-100) - instructors are expected to enter the actual grade earned in the course.</p> <p>Note: A grade of 40 should be entered only if it is the actual earned grade. 00 is only used when the student received 0% in all components of the course. The standard grade for a student not attending is NP.</p> <p>NP (Not Passed) - the NP is a failing grade that may be assigned in four cases:</p> <ol style="list-style-type: none"> When a student does not successfully complete an element of a course and that element has been explicitly identified in the syllabus as essential to passing the course. Successful completion of the final examination, a laboratory component, or a term paper are examples of elements that could be so identified; When a student has abandoned a course without formally withdrawing (stopped attending or did not attend); When a course is dropped after the last day to receive a W; or, <p>Examples for points 1 – 3:</p> <ul style="list-style-type: none"> A student has attended the entire term, completed all required course work and term exams but does not attend/write the final exam. A student has attended the entire term, but does not complete a required component of the course as explicitly stated in the course syllabus (ex: major term paper) but does attend/write the final exam <ol style="list-style-type: none"> When an undergraduate student has initiated a formal application for deferral. NP is an interim grade <i>if</i> the Application for Deferral is approved by the dean/designate <i>or</i> the NP remains as the final grade if the application for deferral is denied. <p>Examples for point 4:</p> <ul style="list-style-type: none"> An undergraduate student has attended the entire term, completed all required course work and term exams, does not attend/write the final exam but has submitted (or has indicated they intend to submit) a formal application to request to defer the final exam. An undergraduate student has attended the entire term, but has submitted (or has indicated they intend to submit) a formal application to request an extension beyond the last day of classes for the submission of term work or an exam.

✗ Application for Deferral of Term Work and/or Final Exam

Instructors are to follow the approved regulations related to the deferral of final examinations and/or term work found in the [Undergraduate Calendar](#) or [Graduate Calendar](#).

Instructors are not to make 'off the books' arrangements with students for the late submission of required term work and/or final exams beyond the last day of the final examination as this may jeopardize a number of academic processes including the evaluation of academic performance, evaluation for awards and scholarships, student requests for adjustments of grades and fees, and the student appeal process.

Grade Assigned by Instructor with Prior Approval of Dean or Designate

The following grade is entered by the instructor, but only with prior approval of the dean/designate of the faculty, federated college, or academic unit offering the course.

For all graduate courses, approval from the dean of the Faculty of Graduate Studies and Research is required.

Not Yet Reported	<p>NR NR (Not Yet Reported) is an interim grade that may be assigned in five cases:</p> <ol style="list-style-type: none"> 1. When the student's completion of a course is delayed for reasons intrinsic to the course (e.g., unavailability of a lab, delay in obtain ethics approval of a project, difficulty in setting up an examining committee, fire/earthquake/tornado/other serious weather related phenomenon at the location of the course); Note 2. When an investigation of appeal of academic misconduct in the course is in progress; 3. When a graduate student has initiated a formal application for deferral. NR is deemed to be an interim grade while the request for the deferral is pending; 4. When a web-delivered course has a final examination pending for a student(s); or, 5. When a student's accessibility accommodation is in progress.
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Grades Not Assigned by an Instructor

Academic Misconduct	<p>XF This grade is assigned as a potential result of an academic misconduct investigation, by the dean of the faculty, federated college, or academic unit offering the course and entered by the Registrar's Office when the appeal process has been exhausted. The instructor enters a grade of NR, if the disciplinary process is not completed by the time the grades need to be submitted in DOME.</p>
Aegrotat Standing	<p>AG In rare circumstances, aegrotat standing in one or more courses in a term may be granted on medical or compassionate grounds to a student who meets the conditions outlined in the Undergraduate Calendar or Graduate Calendar. Aegrotat standing is granted by the dean of the faculty, federated college, or academic unit in which the student is enrolled.</p>
Audit	<p>AU The AU grade is entered automatically in Banner and will appear on the DOME class list with a grade of AU in a greyed out box behind the student's name.</p>
Audit Withdrawal	<p>AW The AW grade is entered by the Registrar's Office and will appear on the DOME class list with a grade of AW in a greyed out box behind the student's name when an audit student withdraws.</p>
Compulsory Withdrawal	<p>CW The CW grade is entered by the Registrar's Office and will appear on the DOME class list with a grade of CW in a greyed out box behind the student's name.</p>
Deferred Examination	<p>DE The DE grade is assigned by the student's dean and by FGSR for graduate students based on an Application for Deferral of Term Work and/or Final Exam that the student has submitted. The DE grade is entered by the Registrar's Office and will appear on the DOME class list with a grade of DE in a greyed out box behind the student's name.</p>
Incomplete	<p>IN The IN grade is assigned by the student's dean and by FGSR for graduate students based on an Application for Deferral of Term Work and/or Final Exam that the student has submitted. The IN grade is entered by the Registrar's Office and will appear on the DOME class list with a grade of IN in a greyed out box behind the student's name.</p>
In Progress	<p>IP The IP grade is assigned by the Registrar's Office for a one-term course that is taught over two or three terms. Students only earn credit hours for one term, the final term. The IP grade remains in the first term (and second term if the course is three terms); final grade is entered in the last term.</p>
Withdrawal	<p>W Instructors do not enter a grade for withdrawal. A student who has formally withdrawn after the no-record drop period will appear on the DOME class list with a grade of W in a greyed out box behind the student's name.</p>

Grade Changes

An official **Grade Change Form** is required to change a grade after the original grade has been approved by the dean (or designate). Please consult your dean/designate or department head.

✓ The **Grade Change Form** is updated annually by the Registrar's Office to reflect current policy.

✗ Only the current official Grade Change Form will be accepted by the Registrar's Office.

The current official **Grade Change Form** can be found at:

https://www.uregina.ca/student/registrar/assets/docs/pdf/forms/Grade_Change_Form.pdf

Click on the above link or copy and paste it into your web browser.



GRDCHGREQD – Grade change required

If a student withdraws and then re-registers in the same course a **Grade Change Form** will be required at the end of the term. When a grade change form is required, GRDCHGREQD will be displayed in a greyed out box behind the student's name on the class list in DOME.

Final Grades Submission Deadlines – 2022 Winter Term

University of Regina regulations state that final grades must be submitted by the instructor for approval of the dean or department head no later than 5 business days (not including Saturdays, Sundays and statutory holidays) after the examination date (see table below).

<u>Examination Dates</u>	<u>Due Dates for Grades</u>
Thursday, Apr 14, 2022	Thursday, Apr 21, 2022
Friday, Apr 15, 2022	Friday, Apr 22, 2022
Saturday, Apr 16, 2022	Friday, Apr 22, 2022
Monday, Apr 18, 2022	Monday, Apr 25, 2022
Tuesday, Apr 19, 2022	Tuesday, Apr 26, 2022
Wednesday, Apr 20, 2022	Wednesday, Apr 27, 2022
Thursday, Apr 21, 2022	Thursday, Apr 28, 2022
Friday, Apr 22, 2022	Friday, Apr 29, 2022
Saturday, Apr 23, 2022	Friday, Apr 29, 2022
Monday, Apr 25, 2022	Tuesday, May 2, 2022
Tuesday, Apr 26, 2022	Wednesday, May 3, 2022
Wednesday, Apr 27, 2022	Thursday, May 4, 2022

Note: Courses not listed on the final examination timetable must have grades submitted by the dean/designate of the faculty, federated college, or academic unit offering the course to the Registrar's Office no later than 10 calendar days (not including Sunday and statutory holidays) after the start of the final examination period.

Questions

Grading questions should be directed to the dean/designate of the faculty, federated college, or academic unit offering the course.

DOME inquiries can be directed to the Administrative Assistant, Grades at 306-585-4173 or uofr.grades@uregina.ca.