

Approval Authority	Senate
Responsible Executive	Provost and Vice President, Academic
Related Policies / Legislation	Grading system (101) Student Academic Misconduct (70) Final Grade Appeals (217) Course Withdrawal (81)

**PURPOSE**

This policy establishes timelines and requirements for grade reporting at the University of the Fraser Valley.

**SCOPE**

This policy applies to reporting of final grades for all courses at the university.

**DEFINITIONS**

In this policy, the following definitions apply:

**Incomplete grade**A grade or notation assigned temporarily when course requirements are to be completed at a predetermined time and a final grade has yet to be determined.

**Semester**A period of study lasting approximately four (4) months that usually commences in September, January or May.

**Session**A period of study lasting approximately two (2) months (half a semester).

Final grades must be reported to the Office of the Registrar by the class instructor not later than four (4) business days after the last day of the exam period for the semester or session.

When courses are not scheduled within regular semester dates and an exam period is not set, final grades are due not later than four (4) business days after the last day scheduled for the course.

**REGULATIONS**

**Reporting final grades**

1. Instructors are expected to report final grades using online grade submission (or other method)

2. Grades outstanding after the reporting deadline will be reported to the dean and department head for the discipline the next business day after the due date. When the instructor has allowed a student additional time to complete a course, the Incomplete Grades regulations apply (see the Incomplete grades section, below).
3. Should there be extenuating and legitimate circumstances that prevent the instructor from meeting the final grade due date for a particular course section, the appropriate dean may submit approval for an extension to the due date to the Office of the Registrar.

### Incomplete grades

1. An Incomplete (I) grade is a temporary grade or notation that may be assigned:
  - at the instructor's discretion, when a student is unable, due to extenuating circumstances, to complete all the requirements of a course by the end of the semester and has made sufficient progress and achievement to warrant additional time for completion, or
  - when academic misconduct is being investigated, until the investigation is complete.
2. The Office of the Registrar is responsible to establish and publicize procedures for "I"-grades.

150.001710( 0 0.76w When an Incomplete grade is assigned, the grade should be reported as (I) or (IB). 3a(5.0015987 W(1)10271(1)16