

Grade Entry – April/May 2022

Grades for graduation candidates are due by **9:00 am Monday April 25, 2022**. Grade entry will open on April 7, the first day of the examination period.

A “Yes” in the “**GRAD**” column of the Faculty X-Reports class list indicates that a student is a candidate for graduation at the upcoming spring convocation. It is imperative that all grades are entered by this deadline to allow sufficient time to process awards and determine distinctions and first class honours.

Grades for continuing students are due by **9:00 am on Monday, May 2, 2022**.

Only primary instructors as coded in Banner are able to enter grades for their courses.

Grade-to Date: If a student has outstanding coursework, such as assignments or papers, that counts towards their final grade, enter a grade-to-date with the outstanding coursework counted a zero. If you permit the student to submit this coursework late and that submission results in a change to the final grade, submit the Grade Change Request form in Faculty X-Reports. If a student misses an exam and does not have an IN grade, enter a grade-to-date with the exam counted as zero. **Do not leave the grade blank.**

IN Incomplete: At the Dean’s request, this temporary grade is entered by the Registrar’s Office for students who have medical or personal reasons for missing an exam. Use the Student Exam Deferral form, or the Request to Change a Grade form on Faculty X-Reports to indicate either:

- a) the grade after a make-up exam is completed, or
- b) a grade-to-date if a make-up exam is not completed by Wednesday, April 27, 2022. The student is responsible for contacting the professor to arrange a make-up exam.

The Registrar’s Office will post grades to students’ academic history daily beginning Thursday, April 7.

Once grades are posted to academic history, they are viewable by students. You are requested to retain, for one year, any notes on students’ performance as well as any relevant grading material that is not returned to students. These may be used in the event of a grade appeal.

Grade entry assistance is available on the previous page and from the Registrar’s Office at registr@stfx.ca or 2160.