

MEMORANDUM

To: All Faculty of Arts Instructors
From: Bill Chesney, Associate Dean of Arts, Undergraduate Studies
Date: November 7, 2011
Subject: End of Term Reminders

Thanks for your attention to these matters everyone, and best wishes for a successful end of term.

Exam regulations:

- Dates: December 8 to December 22, 2011
- Link: <http://www.registrar.uwaterloo.ca/exams/ExamRegs.pdf>
- Accommodation due to illness: http://www.registrar.uwaterloo.ca/students/accom_illness.html
- A reminder that an in-class test held during the last 5 days of class cannot be worth more than 25% of the student's final grade, and should not be comprehensive (as a final exam would be) in nature. End-of-term assignments may come due during the final exam period only for courses *without* a final exam.
- The Muslim holiday Ashura takes place December 15 – 16 this year. Student requests for accommodation for religious reasons are in any case to be made within a week of the posting of exam dates, and that deadline is now passed. Direct any requests with which you are not comfortable to my attention.
- Please note that **elective arrangements** (such as travel plans) are **NOT** grounds for a deferred or alternative exam arrangement. Note also that it is expected that faculty members will be available for each of their scheduled final exams.

Grades:

- Deadlines to upload your course grades:
 - courses without exams: **December 22** (14 days following the start of exams)
 - courses with exams: 7 days after final exam
 - Online courses: **January 3**
 - **January 3** is also the last day the system is available to upload grades online
- Students can see their grades beginning **December 23** this term, following the end of the examination period. The Official Graded Date is **January 23, 2012**, which is when they will be able to view their academic standing.
- **INC grades** are best avoided **and should only be entered when there has been a formal, ideally written arrangement between you and the student** outlining how and when the missing course element(s) will be completed. INC turns into FTC (which calculates at 32%) after 4 months, and requires a manual calculating of the student's academic standing in the interim. Better to assign the earned grade, and then submit a grade change when and if the student submits the missing work (assuming you consider it eligible for consideration at that point).

- **NMR** (no mark reported) is to be used should there be a name on your roster for a student who has never submitted any course element for grading and/or to your knowledge, has never appeared in class. An NMR grade calculates at 32%.
- **Failing grades in the Faculty of Arts may range from 0-49%, and will appear as such on the transcript.** In order to preserve consistency and continuity with historical grading practices in the courses of the Faculty of Arts, grades from 0-32% will be calculated at 32% for the purpose of determining a student's average(s). (Motion passed by Arts Faculty Council, March 13, 2007)
- A complete list of grades that can be used is viewable in the Undergraduate Calendar:
<http://ugradcalendar.uwaterloo.ca/page/uWaterloo-Grading-System>