
SUBMISSION OF FINAL GRADES

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| POLICY NUMBER | ED 3-11 |
| APPROVAL DATE | NOVEMBER 26, 2007 |
| LAST AMENDMENT | |
| REVIEW DATE | NOVEMBER 26, 2012 |
| AUTHORITY | SENATE |
| PRIMARY CONTACT | REGISTRAR'S OFFICE |

POLICY

The University recognizes that students need to receive their final grades in a timely manner in order to enable them to gain admission to other programs, to commence employment, or to make decisions on educational and career options. Therefore, it is the University's policy that all final grades for courses will be submitted promptly by the faculty member or Open Learning Faculty Member to the Registrar's Office upon completion of the course requirements. Only grades in the TRU grading system (as per policy ED 3-5 and Open Learning Policy 6 – Final Grades) will be considered the official grades and be reported.

REGULATIONS

1. Faculty members are required to submit a final grade for each student to the Registrar's Office within 5 business days from the date of the final exam. If there is no scheduled final exam for a course, the final grades must be submitted to the Registrar's Office within 10 business days after the last regular class meeting, but no later than 5 business days after the last exam scheduled by the University for that semester. Exceptions will require approval of the Dean and be reported to the Registrar by the Dean.
2. In the case of courses that are delivered through the Open Learning Division, Open Learning Faculty members are required to submit grades within 3 business days of their receipt of assignments and exams, in order to facilitate the prompt calculation of the final grade.
3. Academic divisions will inform Senate of their policy and practice for internal review of students' grades.
4. Students shall be informed of their official final grades by the Registrar's Office.