

From: Department Head <head@geog.ubc.ca>
Subject: Fwd: Deadline for submission of final grades

Date: April 21, 2008 1:13:03 PM PDT

To: tbarnes@geog.ubc.ca, achristn@geog.ubc.ca, daniels@geog.ubc.ca, simon.donner@ubc.ca, beaton@geog.ubc.ca, edgingtn@geog.ubc.ca, mevenden@geog.ubc.ca, glassman@geog.ubc.ca, mhassan@geog.ubc.ca, ghenry@geog.ubc.ca, sallyh@geog.ubc.ca, brian@geog.ubc.ca, kuus@geog.ubc.ca, lebillon@geog.ubc.ca, dley@geog.ubc.ca, ian@geog.ubc.ca, rdmoore@geog.ubc.ca, johnr@ires.ubc.ca, sundberg@geog.ubc.ca, ewyly@geog.ubc.ca, jdaparic@geog.ubc.ca, dbiehler@geog.ubc.ca, scohen@forestry.ubc.ca, rgalois@shaw.ca, charker@geog.ubc.ca, msj8@cornell.edu, jostgeorge@hotmail.com, pkissoon@geog.ubc.ca, koppes@geog.ubc.ca, dawn@chspr.ubc.ca, cowens@sfu.ca, sonyarep@interchange.ubc.ca, sroberts@geog.ubc.ca, kathrine@interchange.ubc.ca, bthomson@eos.ubc.ca

Cc: wynn@geog.ubc.ca, young@geog.ubc.ca

From: "Dana Fister" <sec.students@ubc.ca>
Subject: Deadline for submission of final grades
Date: Mon, 21 Apr 2008 12:13:11 -0700

[Sent on behalf of Associate Dean Janet Giltrow. Please distribute widely](#)

Dear Heads and Directors:

This is to remind you of the University and Faculty policy that grades are due 7 business days following the date the final examination was held, or 5 business days following final examinations written on the last 2 days of the examination period. For courses without final examinations, grades are due 7 business days after the end of the term.

Detailed information can be found on the Faculty Service Centre at https://ssc.adm.ubc.ca/static/fsc/html/fsc_grading_practices_help.html#duedate.

The group of students most impacted by late grade submission are those who have applied for graduation. Arts Advising staff must work overtime to pursue missing marks in order to clear students in time for convocation. Effective May 2004, Arts Academic Advising Services began charging Departments with overdue grades for the overtime required.

Even grades for individual students who have been granted academic concession (e.g., standing deferred) should be submitted on time because the interim grade will become the final grade if the course is not completed. If a student has earned 0% because no work has been graded, the grade of 0% **should be submitted**. Marks can be changed later using a change of grade form. However, entering no grade causes a great deal of retroactive administrative work if neither professor nor student ever deals with the issue.

Please forward this information to all faculty members in your Department.

Sincerely,
Dr. Janet Giltrow,
Associate Dean (Students)