

2. g) Committee on Admissions, Promotions and Petitions

Professor A.S. McGregor, Committee Chairman, presented the report to Senate.

It was

Moved: M.A. Alikhan

Seconded: L. Vincze

that Senate approve the following modifications to the Senate regulations and procedures with respect to grading schemes and the determination of final grades:

A. Letter Grades (Page 71, 1984-1985 University Calendar)

After SAT grade, add:

In exceptional circumstances, a student may request consideration for an Incomplete grade (I). Such request must be submitted in writing, through the Instructor, to the Dean of the Faculty in which the course is taught, together with the reasons for the request.

A course assigned an Incomplete must be completed within one month after the end of the examination period. If after that period the course is not completed or an extension has not been granted by the Dean, a grade "F" will be recorded on the student's academic record.

In order to be considered for an extension of the completion date beyond the normal one month period, a student must submit a written request to the Dean, through the Instructor, explaining the reasons for such an extension. Under no circumstances may a completion date exceed six (6) months from the end of the examination period.

B. Determination of Final Grades (Page 72, 1984-1985 University Calendar)

1. Prior to the beginning of each session, the Instructor submits for the approval of the Department/School Council a method of determining final grades in each of his/her courses. This method shall be consistent with Department, School, Faculty, and Senate policies in this matter. Final approval of the method of determining final grades in each courses rests with the Dean of the Faculty.
2. The method must include some means of evaluating the student's performance on the whole of the course work at the conclusion of the course, which means shall count for not less than 25% of the final grade and shall be consistent with Department/School/Faculty, and Senate policies concerning final evaluations.
3. Once approved as per 1) above and by the Department Chairman/School Director and the Dean, the method of

evaluation for each course is filed in the offices of the Department, School, Dean, and Registrar by the end of the second week of classes. The Chairman/Director and Dean's signatures signify that the method of evaluation is consistent with existing Department/School/Faculty and Senate policies.

4. The method of determining final grades may be revised prior to the mid-point in the course provided the Department Chairman/School Director and the Dean formally approve the revisions.
5. a) The approved method of determining final grades is explained to students in each course during the first week of classes.  
b) Revisions to the original method are explained to students during the week the revisions are approved.
6. Student Appeals dealing with the method of determining final grades shall, in the first instance, be submitted to the Department/School Appeals Committee not later than the end of the second week of classes, and in the second instance, if necessary, to the Dean who shall make a final resolution after consultation with the student(s), the Instructor, and the Department Chairman/School Director.
7. The Instructor must inform students, upon request, of their standing prior to the date for honourable withdrawal from the course. If no written term work has been evaluated by that date, the information shall be given in the form of a written statement of the student's standing.
8. All written term work carried out for evaluation purposes is returned to students with appropriate commentary. Students may discuss with their Instructor the work presented, the comments made and the grade assigned.

Final evaluation submissions are not returned to students but are kept on file by the Department/School until after the Senate deadline for appeals with respect to final grades (i.e. six (6) months after the publication of Grade Reports). A student may, however, review his/her final evaluation submission with the Instructor within the Appeal period above.

9. For each course, a marks sheet is completed, signed by the Instructor and submitted to Department Chairman/School Director for approval. The Chairman/Director's signature indicates that the marks submission is consistent with existing practices and policies of the Department/School. Revisions to any previously assigned grade are submitted in writing for the approval of the Chairman/Director and the Dean, together with the reasons for such revisions.

The motion was carried unanimously.