Memo

To: Graduate Faculty Teaching “H” and “Y” Section Fall 2018 Courses
From: Josie Lalonde, Director, Student Academic Services
Date: December 4, 2018
Re: Fall 2018 Grade Collection – Memo for Faculty NOT USING EMARKS

The following instructions are to be used as a guide in completing Grade Collection Lists:

1. Please submit your grades to your unit by the deadline they have set and communicated to you. Your graduate coordinator and administrator need sufficient time to approve grades and enter them in ROSI. Students will be able to check their grades on ACORN on January 16, 2019.

2. In all cases of incomplete course work, instructors should submit to their graduate unit whatever grade has been earned; blanks, NGA, or INC notations should not be accepted. INC may only be assigned by the graduate unit review committee or SGS Vice-Dean on the basis of incomplete course work in special circumstances (e.g. medical reasons or when there are no grounds for assigning a failing grade). For more information on the guidelines for the correct use of INC, please review the Guidelines on the Use of INC, SDF, & WDR posted on the SGS website.

3. For graduate students, please record your final grade according to the University Grading Practices Policy. Note: the default letter grading scheme in Quercus does not align with the University’s grading schemes, but can be changed to the U of T graduate grading scale. For more information, please visit this page. Please use the graduate scale below:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Scale of Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90 – 100%</td>
</tr>
<tr>
<td>A</td>
<td>85 – 89%</td>
</tr>
<tr>
<td>A-</td>
<td>80 – 84%</td>
</tr>
<tr>
<td>B+</td>
<td>77 – 79%</td>
</tr>
<tr>
<td>B</td>
<td>73 – 76%</td>
</tr>
<tr>
<td>B-</td>
<td>70 – 72%</td>
</tr>
<tr>
<td>FZ</td>
<td>0 – 69%</td>
</tr>
</tbody>
</table>

If a graduate course has been approved for such grading, you may also use:

- CR Credit
- NCR No Credit
NOTE: Letter grades must be used for grading graduate students. If a numerical grade is assigned to a graduate student in an undergraduate course, it will be converted to a letter grade using this scale. If an undergraduate student is enrolled in a graduate course, they will be assigned a numerical grade according to this scale. If you are using the gradebook in Quercus, please pay careful attention to any grade calculations as the default letter grading scheme does not align with the University’s grading schemes, but can be changed to the U of T graduate grading scale. For more information, please visit this page.

Non-Grade Reports

- **INC (incomplete)** is assigned as a final report by a graduate unit review committee or SGS Vice-Dean on the basis of incomplete course work in special circumstances (e.g., medical reasons or when there are no grounds for assigning a failing grade) INC carries no credit for the course and is not considered for averaging purposes.

- **SDF (Standing Deferred)** is assigned by a graduate unit review committee to a student who has been granted an extension for the completion of course work beyond the SGS deadline for completion of course work, pending receipt from the instructor of a final course report. A final course report is due no later than the next SGS deadline for completion of course work and grade submission following the original one for the course. SDF carries no credit for the course and is not considered for averaging purposes.

- **IPR (In Progress)** is an interim grade generated by ROSI for a course that is in progress for more than one session, i.e. a full year course or a course that is continuous over several years. Graduate units should not use IPR as a grade report.

- **WDR (Withdrawal Without Academic Penalty)** is assigned by the graduate unit review committee, when there are extenuating circumstances, upon approval of the student’s request for late withdrawal from a course. It carries no credit for the course and is not considered for averaging purposes.

4. For **undergraduate students taking graduate courses**, grades must be assigned from the fully refined letter grade scale (A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) including the numerical scale of marks, consisting of integers from 0 to 100 or, if appropriate, from the CR/NCR scale. Undergraduate students are indicated on the grade list under the Program code e.g. BA, BSC, BASC etc.

5. If you have a grade for a student who is not on your list, please clearly add the student number, name and grade to the list.

6. Please sign and date the form and return it to the Chair of your graduate unit. You may wish to make a copy for your records.

Thank you.

Please note:
For your convenience, all SGS memos are retained in the Procedural Memoranda section of the SGS website.