Memo

To: Graduate Administrators
From: Josie Lalonde, Director, Student Academic Services
Date: April 9, 2019
Re: Instructions for Final Grades – Winter 2019 (H and Y Courses)

This session’s courses are now available for grade submission on the eMarks system.

Important dates and deadlines for Winter 2019 grade submission and approval:

- Instructors to submit grades on eMarks
  - Thursday, April 18 for June graduands (See Important Notes)
  - Wednesday, May 8 for others
- Remaining grades to be approved via eMarks and transferred to ROSI
  - Friday, May 10
- Winter session grades available for viewing by students
  - Wednesday, May 15

☐ Log into eMarks and ensure that all of your graduate unit’s courses are listed with the correct instructor identified. In the Search tab, select session 20191, then select instructor/coordinator and click Search.

☐ Advise Hanna Granovsky, our Systems Support Representative (SSR) immediately of any omissions or errors. If courses or instructor information is missing, instructors will not see their courses in eMarks. As graduate administrator, you may then be required to enter the grades on eMarks on behalf of the instructor.

☐ Please ensure that all instructor information is entered. Instructors who are not entered in ROSI will not have access to eMarks. See ROSI manual section 5.4: Maintaining Course Instructor & Co-ordinator Information for details.

☐ Inform our SSR if you have courses with variations in timing, such as extended or modular courses. These may need to be handled differently in eMarks.

☐ Send the attached Memo to Instructors to the course instructors in your graduate unit, and the Memo to Approvers to your grade approver(s). We encourage you to review the memoranda to become familiar with the instructions.
Please remind your instructors and approvers that there is an eMarks manual for graduate studies, both in the Manuals & Guidelines section of the SGS website and under the Help tab in eMarks.

IMPORTANT NOTES:

Grade Amendments

• Grade amendments must be submitted via eMarks as long as they are within one year (3-sessions) of the SGS grade submission deadline. Grade amendments beyond one year continue to require the approval of the SGS Admissions and Programs Committee. Once a grade amendment beyond one year is approved, your SGS Student Services Assistant will revise the grade directly in ROSI.

• If a course instructor does not have access to the eMarks system (because they do not have an active personnel number), you will have to submit the amendment on their behalf. Graduate Administrators with eMarks access can enter course grades or amended grades for any courses in their graduate unit.

June Graduands

• Instructors are not able to submit grades for approval via eMarks until all grades have been entered for the course; therefore early grades for June graduands are approved outside of eMarks through an internal process that can be established by the graduate unit.

• Graduate Administrators enter approved grades directly in ROSI for these students.

• If you submit a Degree Recommendation Form to SGS for master’s students in advance, a check mark indicating their request to graduate will appear beside their names in eMarks. It will appear around 3 days after you submit a Degree Recommendation Form to SGS.

“SDF REQUESTED” FUNCTIONALITY:

• Coursework Extensions: In cases where graduate students are requesting a coursework extension, instructors will use the SDF Requested functionality in eMarks. The system will assign a temporary IPR grade to the student, which you will convert to an SDF once the student’s coursework extension request has been approved.

The process works as follows:

- Once a coursework extension has been approved, you will convert the IPR to an SDF (Standing Deferred) grade in eMarks using the PROCESS SDFS functionality under the ADMIN tab (refer to the eMarks Manual for details).
- Changes from IPR to SDF are automatically approved and ready to load to ROSI.
SGS will then transfer the SDF to ROSI.
Once the final mark has been assigned, the instructor will enter it in eMarks as an amendment. Your approver will be notified of the amendment requiring approval. Once it is approved, SGS will transfer the final grade to ROSI.
Extensions beyond one-session continue to require the approval of both the graduate unit and the SGS Admissions and Programs Committee. For approved extensions beyond one-session, the instructor will submit the final grade in eMarks.
If a coursework extension request is denied, the instructor will provide you with the grade earned calculated with zero assigned to any coursework that is incomplete, and you will change the IPR to the final grade directly in ROSI.

- **Academic Misconduct:** Instructors also will assign a temporary IPR using the SDF Requested functionality in cases where a course grade is being reviewed under the Code of Behaviour on Academic Matters. In these cases, SGS will change the IPR to a GWR (Grade Withheld pending Review) directly in ROSI once the case is brought to our attention.

- **Important:** Remember not to convert an IPR to an SDF until a coursework extension has been approved. It is possible that the IPR reflects a case of suspected academic misconduct.

**Grading Resources**
- eMarks website
- eMarks Manual
- University Assessment and Grading Practices Policy