Memo

To: Graduate Administrators
From: Josie Lalonde, Director, Student Academic Services
Date: June 8, 2018
Re: Reminder: Process SDFs in eMarks – 2018 Winter Session

As you know, course grades for the 2018 winter session were due via eMarks on May 09. In cases where students have requested a coursework extension and the instructor has assigned a temporary IPR (In Progress) grade using the SDF Requested functionality in eMarks, you will need to convert them from an IPR to an SDF in order for the SDF to be transferred to ROSI.

- **Important:** Remember not to convert an IPR to an SDF until a coursework extension form has been completed and approved.

The process works as follows:
- Once a coursework extension form 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.

- You will see a list of all outstanding students where an SDF was requested. Check the ‘Sel’ checkbox for each student for whom you would like to convert the IPR to an SDF and click ‘Submit’.
- 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.

Notes:

- **Coursework 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 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.

Need Assistance?

If you have any questions about this process, please contact Ahmad Nizami or Hanna Granovsky.

Thank you.