Memo

To: Graduate Administrators
From: Josie Lalonde, Director, Student Academic Services
CC: SGS Student Services
Date: April 3, 2018
Re: Winter 2018 Grade Collection – Memo for Administrators

I would like to highlight a few things to keep in mind when entering grades for Winter 2018 courses.

- Grades for Winter 2018 courses must be entered on ROSI by May 11, 2018. Students will be able to view their grades by using ACORN on May 16, 2018.
- Course instructors and graduate coordinators must approve all grades before they are entered on ROSI.
- For students who intend to graduate in June 2018, grades must be approved and entered by April 20, 2018.
- 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.
- To produce Grade Collection Lists on ROSI use direct command 4 B C F C. For detailed instructions, refer to the SGS ROSI Manual, procedure 6.5 Grade Lists. To enter and approve grades for one activity use direct command 4 C A A B. For detailed instructions, refer to the SGS Student Services and ROSI Manual, section 6.1 Grades and Late Grades. Please note that the only non-grade reports that graduate units should enter are CR/NCR and SDF. An INC should only be used in consultation with SGS.
- If an instructor adds the name and grade of a student not shown on the list, the addition of the course to the student's program should be sent to SGS with an explanation for the late addition of the course.
NOTE: Grades should not be left blank. SDF (Standing Deferred) should be 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. Copies of approved petitions for coursework extensions must be kept in the student’s file. SDF is not considered for averaging purposes and carries no credit. It must be replaced by a final grade by the next SGS deadline September 7, 2018 for completion of course work. If it is not replaced by September 7, 2018, SGS will contact the graduate unit to request submission of the grade.

Non-Grade Reports

- **SDF** (Standing Deferred) should be 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. Copies of approved petitions for coursework extensions must be kept in the students’ file. SDF is not considered for averaging purposes and carries no credit.

- **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.

- **IPR** is a system-generated grade for continuous courses and should not be entered by graduate units except for approved extended courses. If you have any approved continuous courses that have not yet been set up in ROSI, please contact our Systems Support Representatives, Hanna Granovsky and Ahmad Nizami.

- **WDR** is entered by SGS only when a graduate unit review committee approves and submits to SGS, a request for late withdrawal from a course due to extenuating circumstances.

Please contact your Student Services Assistant if you have any questions.

Thank you.