

Division or Sector: Academic Dean

Responsibility: Registrar

Policy Number: 7220-15

Title: Mark Updates

PURPOSE: To produce complete student transcripts

PROCEDURE:

1. All grades must be submitted by the date stipulated in the College Academic Calendar.
2. One month prior to the grade submission deadline, the Faculty Deans and the Coordinator of Continuing Education will issue a reminder to the faculty of this date and ask them to indicate any potential exceptions for approval.
3. Faculty have five (5) working days after the grade submission to submit a mark update. This allows for errors and for exceptional cases where a student has been allowed additional time by a teacher to complete work. Mark Update forms are available at the Registrar's Office and the Continuing Education Office.
4. Teachers who wish to submit mark updates after the deadline must complete a late mark up-date form, also available at the Registrar's Office, providing a written explanation for the lateness. Approval is required from the Registrar.
5. Student may request a change of grade up to the Winter course delete deadline for Autumn courses and up to the Autumn semester course deadline for Winter or Summer courses.
 - a. students complete a mark update request form at the Registrar's Office.
 - b. within two (2) working days, the original of the request is forwarded to the teacher. Copies are maintained in the Registrar's Office and distributed to the student.
 - c. faculty have ten (10) school days to bring this form to the Registrar's Office indicating either "no" (mark stays the same) or "yes" for which a mark update form is completed.

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- d. where a response from the teacher is not received on time, notice will be sent to the appropriate Faculty Dean or Continuing Education Coordinator.
 - e. where a request has been refused, the student will be so notified by the Registrar.
 - f. where students go directly to a teacher for a mark update rather than to the Registrar's Office, that mark revision will be regarded as a late mark update if it is not received after the five-day period provided the faculty (see #3).
 - g. students will receive updated transcripts if any grades are changed.
6. Appeals concerning the application of this policy must be submitted in writing to the Academic Dean within 10 working days of the announcement of the decision.