



The following Motions and Documents were considered by General Faculties Council at its May 28, 2012 meeting:

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Agenda Title: **New Members of GFC**

APPROVED MOTION I: TO APPOINT/REAPPOINT

The following undergraduate student members to serve on GFC for terms beginning May 1, 2012 and ending April 30, 2013:

Ann Gordon	Faculty of Arts
Sam Joseph	Faculty of Arts
Kelsey Mills	Faculty of Arts
San Ruth	Faculty of Arts
Adam Woods	Faculty of Arts
Naomi Finseth	Augustana Faculty
Birkley Doll	Faculty of Business
Charles Dobranowski	Faculty of Business
Sarjenka Kuryliw	Faculty of Education
Lyndon Crone	Faculty of Engineering
Hazel Martial	Faculty of Native Studies
Maggie Danko	Faculty of Nursing
Andrew McCutcheon	Faculty of Nursing
Chris Chen	Faculty of Pharmacy and Pharmaceutical Sciences
Jeffry Kochikuzhyil	Faculty of Science
Finbarr Timbers	Faculty of Science

The following graduate student members to serve on GFC for terms beginning May 1, 2012 and ending April 30, 2013:

Roy Coulthard	GS-Earth and Atmospheric Sciences
Marianne Clark	GS-Physical Education and Recreation
Carla Maria Craveiro Salvado	GS-Medical Microbiology and Immunology
Erika Goble	GS-Secondary Education
Todd Kristensen	GS-Anthropology
Chandan Kumar	GS-Civil and Environmental Engineering
Jennifer McGetrick	GS-Public Health
John Meston	GS-Educational Policy Studies
Babak Nikbakhtan	GS-Civil and Environmental Engineering
Anna Nilson	GS-Agricultural, Food and Nutritional Science
Isaac Odoom	GS-Political Science
Andy Rathbone	GS-Educational Policy Studies
Karen Turpin	GS-Public Health
Michael Zielinski	GS-Chemical and Materials Engineering and Laboratory Medicine and Pathology

The incoming President of the Association of Academic Staff of the University of Alberta (AASUA), for a term beginning July 1, 2012 and ending June 30, 2014:

Donna Wilson

President, AASUA

The incoming President of the Association of Academic Staff of the University of Alberta (AASUA), for a term beginning July 1, 2012 and ending June 30, 2014:

Jed Harrison

Chair, Department of Chemistry

APPROVED MOTION I: TO APPOINT/REAPPOINT

The following ex officio members to serve on GFC for terms beginning July 1, 2012 and extending for the duration of their appointments:

D. Douglas Miller

Faculty of Medicine and Dentistry

Jonathan Schaeffer

Faculty of Science

Kathryn Arbuckle

Interim Chief Librarian

The following statutory faculty members who have been elected or re-elected by their Faculty to serve on GFC for terms beginning July 1, 2012 and ending June 30, 2015:

Norman Brown

Faculty of Arts

John Harris

Faculty of Arts

Kaori Kabata

Faculty of Arts

Robert Lederer

Faculty of Arts

Guillaume Tardif

Faculty of Arts

Norma Nocente

Faculty of Education

Bill Whelton

Faculty of Education

Pierre Lemelin

Faculty of Medicine and Dentistry

Wendy Rodgers

Faculty of Physical Education and Recreation

Ed Blackburn

Faculté Saint-Jean

Mirko van de Bann

Faculty of Science

Michael Deyholos

Faculty of Science

Piotr Rudnicki

Faculty of Science

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Agenda Title: **Augustana Faculty's Proposed Termination of Augustana University College (AUC) Three-Year Bachelor of Arts (BA) (General) and Bachelor of Science (BSc) (General) Degrees**

APPROVED MOTION: THAT General Faculties Council recommend to the Board of Governors the proposal submitted by Augustana Faculty for the termination of the existing three-year Augustana University College (AUC) Bachelor of Arts (General) and Bachelor of Science (General) degrees, as set forth in Attachment 1, to take effect upon final approval.

Final Recommended Item: 5

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Agenda Title: **Proposed Assessment and Grading Policy Suite (in UAPPOL) and Proposed Revisions to University Calendar Section 23 (Academic Regulations) and Corresponding Rescission of Sections 52 (Examinations) and 61 (Grading System) of the GFC Policy Manual**

APPROVED MOTION: THAT General Faculties Council approve the proposed Assessment and Grading Policy Suite (in UAPPOL) and proposed revisions to University Calendar Section 23 (Academic Regulations), as provided by the Office of the Provost and Vice-President (Academic) and as set forth in Attachments 1 (as amended), 2 (as amended), 3, 4, 5, and 6 (as amended), and the corresponding rescission of GFC Policy Manual Section 52 (Examinations) and Section 61 (Grading System), all to be effective for the Fall Term, 2012.

Final Item: 6

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## OUTLINE OF ISSUE

**Agenda Title: Augustana Faculty's Proposed Termination of Augustana University College (AUC) Three-Year Bachelor of Arts (BA) (General) and Bachelor of Science (BSc) (General) Degrees**

**Motion:** THAT General Faculties Council recommend to the Board of Governors the proposal submitted by Augustana Faculty for the termination of the existing three-year Augustana University College (AUC) Bachelor of Arts (General) and Bachelor of Science (General) degrees, as set forth in Attachment 1, to take effect upon final approval.

### Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Allen Berger, Dean, Augustana Faculty
Presenters	Allen Berger, Dean, Augustana Faculty
Subject	To consider the proposed termination of the existing three-year Augustana University College (AUC) Bachelor of Arts (General) and Bachelor of Science (General) degrees

### Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To terminate the existing three-year Augustana University College (AUC) Bachelor of Arts (General) and Bachelor of Science (General) degrees.
The Impact of the Proposal is	None. As part of the official merger agreement between the University of Alberta (UofA) and Augustana University College (AUC), dated July 1, 2004, all baccalaureate degree programs offered by AUC that were not approved by GFC would be phased out over a period of seven years from the effective date of the agreement. The two degrees noted here were the only two programs that came under these criteria. As such, these programs were maintained for the possibility of student completion until June 30, 2011. Effectively, this meant that any student desiring to obtain one of these degrees was required to graduate no later than the Fall, 2011, UofA Convocation ceremonies. Current enrollment is 0.
Replaces/Revises (eg, policies, resolutions)	Termination of existing academic programs.
Timeline/Implementation Date	To take effect upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	The deletion of the remaining references to these degrees in the UofA <i>Calendar</i> are set out in the draft <i>University Calendar</i> copy associated with this proposal to terminate the above-noted program of study—this information is described in <i>Appendix 2</i> to the (attached) proposal.

### Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover, Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. <b>Post-Secondary Learning Act (PSLA):</b> The <i>PSLA</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (Section 26(1)).</p> <p>2. <b>GFC Academic Standing Committee Subcommittee on Standards (SOS) Terms of Reference:</b> According to GFC ASC SOS's Terms of</p>

	<p>Reference (Mandate/Section 3), the Committee is “[t]o review and make recommendations to the GFC Academic Standards Committee (ASC) with respect to a number of issues which affect all students at the University of Alberta. These include, but are not limited to:</p> <ul style="list-style-type: none"> <li>a. examination policy</li> <li>b. academic definitions</li> <li>c. academic standing regulations</li> <li>d. admission/transfer requirements.”</li> </ul> <p><b>3. GFC Academic Planning Committee (APC) Terms of Reference:</b> According to GFC APC’s Terms of Reference (Section 3.8.b), the Committee is “[t]o recommend to GFC on the termination of academic programs at the University of Alberta or those administered in cooperation with other post-secondary institutions.”</p> <p><b>4. Board Learning and Discovery Committee (BLDC) Terms of Reference:</b></p> <p>“3. MANDATE OF THE COMMITTEE</p> <p>Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with the Committee’s responsibilities with powers granted under the <i>Post-Secondary Learning Act</i>, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.</p> <p>[...]</p> <p>The Committee shall review, evaluate, and provide information and recommendations to the Board where the Board is making decisions in areas generally related to areas of responsibility of the Committee.</p> <p><b>4. LIMITATIONS ON DELEGATION BY THE BOARD</b></p> <p>This general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee as set out in paragraph 3, the Board shall make all decisions with respect to:</p> <p>[...]</p> <ul style="list-style-type: none"> <li>b. program approvals involving the creation or abolition of a degree program (but not specializations of an existing degree).</li> </ul>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Vice-Provost (Academic Programs and Instruction); Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic);
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Approval Route (Governance) (including meeting dates)	ASC Subcommittee on Standards (SOS) (April 3, 2012) – for discussion Augustana Faculty Academic Council and Executive Councils – for recommendation; Augustana Faculty Council (April 2, 2012) – for recommendation; GFC Academic Planning Committee (April 11, 2012) – for recommendation; General Faculties Council (May 28, 2012) – for recommendation; Board Learning and Discovery Committee (to be determined) – for recommendation; Board of Governors (to be determined) – for final approval
Final Approver	Board of Governors

## Attachments:

1. Attachment 1 (pages 1 – 4): Proposal for the Termination of the Three-Year Augustana University College Bachelor of Arts (General) and Bachelor of Science (General) Degrees

*Prepared by:* Jonathan Hawkins, Assistant Registrar, Augustana Campus ([jh12@ualberta.ca](mailto:jh12@ualberta.ca))

## Program Approval Template A

Program changes are essential to program viability and maintenance of program quality and service to both the student and society. They flow from institutional vigilance and continued review of the needs of society and students. They are also carefully monitored for quality through established institutional processes (see *Quality Assurance at Alberta's Universities*).

This template is a common form that will be used for central vetting and approval at Alberta's public universities, and then submitted to Alberta Advanced Education for approval, in some cases after consultation with the Campus Alberta Quality Council (CAQC). Both reserve the right to ask for further information or clarification. (Note that individual universities have been permitted to develop their own version of the Template, which may list additional questions after the set of common ones.).

This Template applies to

- ☐ Program requirement FLE (full-load equivalents) and load weight changes above 5%
- ☐ Major/specialization title changes (eg, History to Historical Studies)
- ☐ Minor degree title changes (eg, BSc Nutrition to BSc Nutritional Science)
- ☐ Short-term suspensions (note: add an enrolment projection table)
- ☒ **Terminations** (note: add an enrolment projection table)
- ☐ For-credit certificate and diploma changes

### Basic Information

1. Title of the program: **Augustana University College (AUC) Bachelor of Arts (General) and Bachelor of Science (General) degrees.**
2. Proposed start date: **NA**
3. Length of the program (years): **3 years**
4. University and academic unit: **University of Alberta, Augustana Faculty (maintaining two AUC programs as mandated by the 2004 merger agreement between the University of Alberta (UofA) and AUC).**
5. Collaborating partners at other institutions: **NA**
6. Contact person, with telephone number and e-mail address: **Harry Prest, Associate Dean – Academic Programs, Augustana Faculty. (780) 679-1520, harry.prest@ualberta.ca.**
7. Completed/proposed approval path: **Augustana Faculty Academic Council, Executive Council, and Faculty Council (anticipated April 2, 2012).**
8. Attach proposed program and course University Calendar changes and other supporting documentation. **Deletion of current section 54.8 from UofA Calendar (see attached Appendix 2).**

### Program Impact and Rationale

9. Describe the nature of the change. **Termination of the AUC 3-year BA and BSc degree programs.**
10. What is the rationale for the proposed change? **As part of the official merger agreement between UofA and AUC, dated July 1, 2004, all baccalaureate degree programs offered by AUC that were not approved by GFC would be phased out over a period of seven years from the effective date of the agreement. The two degrees noted here were the only two programs that came under these criteria. As such, these programs were maintained for the possibility of student completion until June 30, 2011. Effectively, this meant that any student desiring to obtain one of these degrees was required to graduate no later than the Fall, 2011, UofA Convocation ceremonies.**
11. Provide the expected enrolment (or other) impact on the academic unit(s) offering the program and other affected units if applicable. Include current enrolment. **Current enrolment is 0. Enrolment over the last few years has been small, as a handful of students attempted to complete the program by the June 30, 2011 deadline (see attached Appendix 1).**
12. Do you anticipate an enrolment (or other) impact on programs at other institutions or regulatory bodies? Describe any consultations that have occurred with other institutions and professional organizations. **NA**
13. Are there any resource implications (budget, information technology (IT), library (Library Impact Statement), laboratory, space, student services, administrative services (eg, Registrar's Office), as applicable) for the proposed change? If so, please provide detail and evidence of consultation with affected unit(s) and/or appropriate University officers/committees. **No**

## Appendix 1 – Sample Enrolment Table

Proposed Enrolment	2007-08	2008-09	2009-10	2010-11	Annual Ongoing
• <b>Total Full-Time head count</b>	24	5	4	2	0
• <b>BA (General)</b>	17	5	4	2	
• <b>BSc (General)</b>	7	0	0	0	
• <b>Total Part-Time head count</b>	9	7	6	6	0
• <b>BA (General)</b>	4	4	4	3	
• <b>BSc (General)</b>	5	3	2	3	
• <b>Total enrolled head count</b>	33	12	10	8	
• <b>Anticipated Number of Graduates</b>	17	7	4	10*	0

\*:Of the remaining students registered in 3 year degree programs in 2010-2011, all 8 enrolled in courses at UofA successfully completed their programs, and 2 other students completed their programs by meeting degree requirements with credits transferred in from other institutions.




## Appendix 2 - Augustana Faculty Calendar Change

Current	Proposed
<p><b>54.8 Time Limit for Completion of Previous Augustana Degree Programs</b></p> <p><b>54.8.1 Augustana University College Three-Year BA and BSc Degrees</b></p> <p>As part of the merger with the University of Alberta, Augustana Faculty will cease admitting new students into three-year BA and BSc degree programs after the 2004-2005 academic year. Students currently registered in these programs must complete their degrees by the end of the 2010-2011 academic year. Students continuing in a three-year BA or BSc program may consult the 2004-2005 Augustana University College Calendar and its Addenda for the degree requirements pertaining to their program. Excerpts of the relevant portions of the 2004-2005 Calendar, along with sections providing guidance to students in the specific concentrations, may also be obtained from the Office of the Registrar, Augustana Campus.</p>	<p><b><u>Delete this section</u></b></p>
<p><b>54.9 Grievances and Appeals</b></p> <p>A copy of the Augustana Faculty regulations regarding appeals on grades and academic standing may be obtained from the Augustana Academic Advisement Office (Office FL029, Augustana Faith and Life Building). Certain academic standing decisions made by the Augustana Faculty Academic Appeals Committee may be appealed to the General Faculties Council Academic Appeals Committee. See §23.8.</p> <p><b>Note:</b> Deadlines exist for submission of appeals. Contact the Faculty for details.</p>	<p><b>54.8 Grievances and Appeals</b></p> <p>A copy of the Augustana Faculty regulations regarding appeals on grades and academic standing may be obtained from the Augustana Academic Advisement Office (Office FL029, Augustana Faith and Life Building). Certain academic standing decisions made by the Augustana Faculty Academic Appeals Committee may be appealed to the General Faculties Council Academic Appeals Committee. See §23.8.</p> <p><b>Note:</b> Deadlines exist for submission of appeals. Contact the Faculty for details.</p>



**Date:** 3 April 2012

**To:** Carl Amrhein, Provost and Vice President (Academic)

**From:** Allen Berger, Dean and Executive Officer  
Augustana Campus 

**Cc:** Harry Prest

**Re:** **Elimination of Augustana's Three-Year Degrees**

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Yesterday, 2 April 2012, the Faculty Council of the Augustana Faculty unanimously passed the following motion:

THAT the Augustana Faculty approve the termination of three-year Bachelor degree programs in accordance with:

1. The overview and strategic plan for the merger distributed to the faculty on December 3, 2003, and
2. The Merger Agreement, dated July 1, 2004.

This motion had previously received support from Augustana's Academic Council (Dean, Vice Dean, Associate Deans, Chairs) and from our Executive Council. It has my full support. I should add that there are no longer any students in the pipeline for the three-year degrees. Our final student graduated at the Fall Convocation.

My understanding is that Academic Planning Committee requires this letter of confirmation from the Dean.

**FINAL Item No. 6**
**OUTLINE OF ISSUE**

Agenda Title: **Proposed Assessment and Grading Policy Suite (in UAPPOL) and Proposed Revisions to *University Calendar* Section 23 (Academic Regulations) and Corresponding Rescission of Sections 52 (Examinations) and 61 (Grading System) of the GFC Policy Manual**

**Motion:** THAT General Faculties Council approve the proposed Assessment and Grading Policy Suite (in UAPPOL) and proposed revisions to *University Calendar* Section 23 (Academic Regulations), as provided by the Office of the Provost and Vice-President (Academic) and as set forth in Attachments 1 (as amended), 2 (as amended), 3, 4, 5, and 6 (as amended), and the corresponding rescission of GFC Policy Manual Section 52 (Examinations) and Section 61 (Grading System), all to be effective for the Fall Term, 2012.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Provost and Vice-President (Academic)
Presenters	Bill Connor, Vice-Provost (Academic Programs and Instruction); John Law, Vice-Dean, Faculty of Law; Brenda Leskiw, Senior Associate Dean (Student Services), Faculty of Science
Subject	Proposed Assessment and Grading Policy and Associated Procedures (in UAPPOL) and Proposed Changes to Section 23 (Academic Regulations) of the <i>University Calendar</i>

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To rescind existing GFC Policy Manual assessment and grading policies and procedures (Sections 52 and 61) and provide, instead, relevant (and revised) assessment and grading policy and procedures in the UAPPOL environment and to revise accordingly current <i>University Calendar</i> assessment and grading regulations, as set out in Section 23 (Academic Regulations).
The Impact of the Proposal is	To eliminate references to assessment and grading in the GFC Policy Manual and to now make the essential information available in the <i>University Calendar</i> and in UAPPOL.
Replaces/Revises (eg, policies, resolutions)	Replaces GFC Policy Manual Section 52 (Examinations) and Section 61 (Grading System) and revises Section 23 (Academic Regulations) of the <i>University Calendar</i> .
Timeline/Implementation Date	Fall Term, 2012.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	<p>The drafters of the proposed UAPPOL policy suite and proposed <i>University Calendar</i> revisions before members are: Bill Connor, Vice-Provost (Academic Programs and Instruction); John Law, Vice-Dean, Faculty of Law; and Brenda Leskiw, Senior Associate Dean, Faculty of Science.</p> <p>In addition to being revisions of GFC policy documents and <i>University Calendar</i> copy, the proposed documents draw heavily on earlier drafts prepared by Professor Bob Luth in collaboration with a subcommittee of the GFC Committee on the Learning Environment (CLE) and on comments received when earlier drafts were circulated in the University during the Winter and Spring of 2011. While this proposal was guided by the extensive work done by Professor Luth and his subcommittee on assessment and grading, Professor Luth was not</p>

**FINAL Item No. 6**

	directly involved in determining the wording of the current proposal.
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**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover and Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. <b>The <i>Post-Secondary Learning Act (PSLA)</i></b> gives GFC responsibility, subject to the authority of the Board of Governors, over “academic affairs” (Section 26(1)), “timetables for examinations and for lectures and other instruction” (Section 26(1)(d)), and to “consider and make decisions on the reports of faculty councils as to the appointment of examiners and the conduct and results of examinations in the faculties” (Section 26(1)(e)).</p> <p>The <i>PSLA</i> gives GFC the authority to “exercise any power of a faculty council that the general faculties council considers desirable to exercise” (Section 26(1)(a)) and gives Faculty Councils the authority to “appoint the examiners for examinations in the faculty, conduct the examinations and determine the results for them, ... subject to any conditions or restrictions that are imposed by GFC.” (Section 29(1)).</p> <p><b>2. GFC Executive Committee Terms of Reference/3. Mandate of the Committee:</b> [...]</p> <p><b>“16. Institutional Marking and Grading Policies and/or Procedures</b> To consider advice or recommendation from the GFC ASC on institutional marking and grading policies and/or procedures.</p> <p><b>17. Institutional Term Work Policies and/or Procedures</b> To consider advice or recommendation from the GFC ASC on institutional term work policies and/or procedures.”</p> <p><b>3. GFC Executive Committee Terms of Reference/3. Mandate of the Committee:</b> [...]</p> <p><b>5. Agendas of General Faculties Council</b></p> <p>GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda.</p> <p>When ordering items, the GFC Executive Committee will be mindful of any matters that are of particular concern to students during March and April so that the student leaders who bring those items forward are able to address these items at GFC before their terms end. (EXEC 06 NOV 2006) [...]</p> <p>With respect to recommendations from other bodies and other GFC committees, however, the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready</p>

**FINAL Item No. 6**

a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment."

**4. GFC Academic Standards Committee (ASC) Terms of Reference/3. Mandate of the Committee: "[...]**

**B. Admission and Transfer, Academic Standing, Marking and Grading, Term Work, Examinations, International Baccalaureate (IB), Advanced Placement (AP)**

The ASC is responsible for making recommendations and/or for providing advice to GFC, its Executive Committee, and/or the GFC Academic Planning Committee (APC) on the matters set out below, which include such areas as admissions and transfer, including admission and transfer to Faculties, admission of Open Studies students, academic standing policies and general university admission policies, and all institutional marking and grading policies and/or procedures. [...]

vi. ASC provides advice or recommends to the GFC Executive Committee on institutional marking and grading policies and/or procedures. 3

vii. ASC provides advice or recommends to the GFC Executive Committee on institutional term work policies and/or procedures (with the exception of that noted in B. ii). [...]"

**5. GFC Academic Planning Committee (APC) Terms of Reference/3. Mandate of the Committee:**

"The Academic Planning Committee (APC) is GFC's senior committee dealing with academic, financial and planning issues. As such, it is not only responsible to GFC (or the Board) for the specific matters itemized below, but may also ask to consider or recommend to GFC on any academic issue, including 1) those issues under the purview of other GFC committees[.] [...] [T]he President, Provost and Vice-President (Academic) or other Vice-Presidents may refer any matter to APC for consideration or recommendation to GFC. APC is also responsible to GFC for promoting an optimal learning environment for students and excellence in teaching, research, and graduate studies."

**6. Board Learning and Discovery Committee (BLDC) Terms of Reference/3. MANDATE OF THE COMMITTEE:**

"Except as provided in paragraph 4 hereof and in the Board's General Committee Terms of Reference, the Committee shall, in accordance with the Committee's responsibilities with powers granted under the *Post-Secondary Learning Act*, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the "GFC"), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.

**FINAL Item No. 6**

	<p>Without limiting the generality of the foregoing the Committee shall: [...] h. monitor educational and research trends, community expectations and demands; [...] j. ensure that the academic teaching and research activities at the University are administered and undertaken in a manner consistent with the vision and mission of the University[.] [...]</p> <p>The Committee shall review, evaluate, and provide information and recommendations to the Board where the Board is making decisions in areas generally related to areas of responsibility of the Committee.”</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	<p><u>For Advice:</u> GFC Committee on the Learning Environment (CLE); GFC Academic Standards Committee (ASC); GFC Academic Planning Committee (APC); GFC Executive Committee; General Faculties Council (GFC); Association of Academic Staff – University of Alberta (AASUA); various Faculty representatives</p> <p><u>For Information:</u> GFC Academic Planning Committee (APC) (to be determined); Board Learning Environment Committee (BLDC) (to be determined)</p>
Approval Route (Governance) (including meeting dates)	<p>GFC Academic Standards Committee (April 19, 2012) – for recommendation; GFC Executive Committee (May 7, 2012) – for recommendation; General Faculties Council (May 28, 2012) – for final approval</p>
Final Approver	General Faculties Council

Attachments (each to be numbered 1 - <>):

For Approval:

1. Attachment 1 (pages 1 – 2): Assessment and Grading Policy
2. Attachment 2 (pages 1 – 2): Grading Procedure
3. Attachment 3 (page 1): Grading Procedure (Appendix A): Historical Distribution of Grades
4. Attachment 4 (pages 1 – 2): Access to Evaluative Course Material Procedure
5. Attachment 5 (pages 1 – 2): Consolidated Final Examinations Procedure
6. Attachment 6 (pages 1 – 17): Academic Regulations (*University Calendar* Section 23)

For Information:

7. Attachment 7 (pages 1 – 7): GFC Policy Manual Section 52 Tracked Changes (Comparative Table)
8. Attachment 8 (pages 1 – 10): GFC Policy Manual Section 61 Tracked Changes (Comparative Table)

*Prepared by:* Bill Connor, Vice-Provost (Academic Programs and Instruction), and Bobbi Schiestel, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)

<b>Go to:</b>	<a href="#">[Overview]</a>	<a href="#">[Purpose]</a>	<a href="#">[POLICY]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[RELATED LINKS]</a>
This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.					

## Assessment and Grading Policy

<b>Office of Accountability:</b>	Provost and Vice-President (Academic)
<b>Office of Administrative Responsibility:</b>	Provost and Vice-President (Academic)
<b>Approver:</b>	General Faculties Council
<b>Scope:</b>	Compliance with University policy extends to all members of the University community.

### Overview

The *Post-Secondary Learning Act* of Alberta (*PSLA*) gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). The *PSLA* also gives GFC responsibility over "timetables for examinations and for lectures and other instruction" (section 26(1)(d)) and to "consider and make decisions on the reports of faculty councils as to the appointment of examiners and the conduct and results of examinations in the faculties" (section 26(1)(e)). The *PSLA* gives faculty councils the authority to "appoint the examiners for examinations in the faculty, conduct the examinations and determine the results for them," "... subject to any conditions or restrictions that are imposed by GFC" (section 29(1)).

### Purpose

The University's Assessment and Grading policy sets out the fundamental principles and core elements which characterize and guide the assessment of student performance and achievement in for credit programming. The purpose of the policy is to promote both consistency in assessment and grading practices across the university and adherence to appropriate academic standards. It provides for the development of rules and processes that manage student assessment and related activities.

## **POLICY**

### ASSESSMENT

Assessment is an integral part of the University's core mission of teaching and learning. It is undertaken in a formative manner to provide feedback to students and in summative form to measure the level of student achievement. Through the assignment of grades by instructors, in the exercise of their judgment, assessment serves as the means whereby the level of student knowledge and achievement is communicated to a variety of stakeholders in the broader world including prospective employers, other academic institutions and accrediting bodies. Given the variety of purposes served by assessment of student performance and achievement, it should be reliable, valid, fair, transparent and consistent with course or program goals and objectives. It must be capable of clear and timely communication to both students and other stakeholders.

Assessment at the University of Alberta is guided by the following principles:

1. Assessment should be integrated into and aligned with the learning experiences and stated objectives/ outcomes of a course and program;

1. While this policy sets out the minimum expectations concerning the design and delivery of assessments, it does not limit the development of other, additional, innovative forms of effective assessment provided they are compatible with the principles stated in this policy;
2. General assessment methods and grading standards must be communicated clearly to students at the beginning of the course or program of study;
3. Clear and transparent assessment criteria should be provided to students throughout the course;
4. In assessment, the University is committed to providing reliable and valid information in which students, prospective employers and accrediting bodies can have confidence;
5. Where possible, assessment should be multifaceted (varied) and timely. Student achievement and performance should be assessed in a formative manner during a course and in a summative manner both during and at the end of a course and program;
6. In the design, delivery and reporting of summative assessments, the University is committed to open, accountable and equitable processes.

## GRADING

Grades in any course, examination or other academic assessment shall not be mandated on the basis of a curve or historic distribution of student grades. The distribution of grades shall not be predetermined by any system of quotas that requires a certain number or percentage of grades at a particular level. However, a Faculty, department or unit may develop and provide guidelines to instructors setting out a reasonable distribution of grades in the Faculty or department. Such (i.e., Faculty or department-specific) guidelines must be brought to the Academic Standards Committee for information and communicated to students through the University Calendar.

## **DEFINITIONS**

There are no definitions for this policy. [\[▲Top\]](#)

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

[University Calendar](#) (University of Alberta)



<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Grading Procedure

<b>Office of Administrative Responsibility:</b>	Provost and Vice-President (Academic)
<b>Approver:</b>	General Faculties Council
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Purpose

- To explain acceptable methods of grading.
- To define the roles and responsibilities of instructors, Chairs, and Faculty Councils in matters concerning the assignment and approval of grades in courses.

### PROCEDURE

#### 1. GRADING

There will be no pre-determined quota of letter grades in a course. A student's level of achievement of the goals/outcomes of a course, their grade, and the descriptor of that grade (i.e., A and "excellent", B and "good", C and "satisfactory", etc., as defined in the University Calendar section on Academic Regulations) must be aligned. Faculties may recommend grade distributions as approved by the Faculty Council. Such (i.e., Faculty or department-specific) guidelines must be brought to the Academic Standards Committee for information and communicated to students through the University Calendar.

#### 2. COMMUNICATION WITH STUDENTS

Course expectations regarding assignments, grading, and other course-related matters must be communicated clearly in the course syllabus. Regulations concerning matters related to the conduct of courses are contained in the University Calendar section on Academic Regulations.

#### 3. AUTHORITY TO ASSIGN GRADES

The assignment of final grades in a course will be the initial responsibility of the instructor(s). Under the *Post-Secondary Learning Act* of Alberta, the Faculty Council under whose auspices a course is offered has the ultimate authority to determine the examination grades and final grades in a course, "subject to any conditions or restrictions imposed by GFC" (section 29(1)). Faculty Councils may delegate this final authority over grades to Deans or Chairs of Departments. Final grades must be approved by Faculty Council or delegate before they are submitted to the Office of the Registrar and Student Awards.

#### 4. GRADING DISAGREEMENTS

Where a disagreement arises between an instructor of the course and the Faculty Council or delegate who approves the grades, the disagreement will be resolved by a process defined by the Faculty Council.

## 5. DATA DISSEMINATION

The historical, University-wide mean grades by course level are included in Appendix A. The Office of the Registrar will provide grade distribution data to Faculties and Departments annually. These data allow monitoring of consistency in grading over time and between sections of multiple-section courses, and provide insight into comparative grading across the institution.

## 6. RECORDS RETENTION

Each instructor will keep a record of either the raw scores or numerical grades achieved by students in each test, examination, or other assignment that will count towards the final grade and of the percentage weight assigned to each. The details contained in this documentation must enable the instructor (or the Department on the instructor's behalf) to reconstruct the student's final grade where the necessity arises.

Departments shall keep this documentation with the detailed record of the component marks for at least one year after the final examination.

Students' final examinations, and any unreturned term work, shall be retained and then shredded six months after the deadline for reappraisal and grade appeals (see §[23.5.4\(2\)](#)).

## **DEFINITIONS**

There are no definitions for this procedure. [[▲Top](#)]

## **FORMS**

There are no forms for this procedure. [[▲Top](#)]

## **RELATED LINKS**

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

DEVELOPMENT LEAD: Dr. Bill Connor (bill.connor@ualberta.ca)

VERSION 2.00 DRAFT DATE: 2011/05/17

PARENT POLICY: Assessment Policy (Grading Procedure)

NOTE: This header will be removed for UAPPOL publication

This document is an appendix to its parent document. Questions regarding this document should be addressed to the Office of Administrative Responsibility.

## Grading Procedure (Appendix A): Historical Distribution of Grades

<b>Office of Administrative Responsibility:</b>	Provost and Vice-President (Academic)
<b>Approver:</b>	General Faculties Council (Executive Committee)

Historical mean grades by course level are based on University-wide data from 2003 to 2010. They are provided for information and reference for instructors and students. They are inappropriate to use for small classes, and must not ever be applied rigidly even in large classes. Grades must reflect the level of student achievement.

It is the responsibility of the Registrar's Office, as custodian of the official grade records, to provide relevant grade distribution data annually to Faculties and Departments to allow monitoring of consistency in grading over time and between sections of multiple-section courses, and provide insight into comparative grading across the institution.

Historical Mean Grades in Undergraduate Courses				
	1 <sup>st</sup> year courses	2 <sup>nd</sup> year courses	3 <sup>rd</sup> year courses	4 <sup>th</sup> year courses
Mean	2.7	2.9	3.0	3.2
Historical Mean Grades in Graduate Courses				
		500 Level	600 Level	
Mean		3.5	3.6	

### **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [▲ TOP](#)

Do not delete RELATED LINKS heading or above message. A link to the parent Policy and a list of all of its Procedures and Appendices will be generated below automatically at publication.

Further RELATED LINKS are not recommended for APPENDIX documents.

DEVELOPMENT LEAD: Dr. Bill Connor (bill.connor@ualberta.ca)

VERSION 2.00 DRAFT DATE: 2012/04/19

PARENT POLICY: Assessment Policy

NOTE: This header will be removed for UAPPOL publication

Go to:	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Access to Evaluative Course Material Procedure

<b>Office of Administrative Responsibility:</b>	Provost and Vice-President (Academic)
<b>Approver:</b>	General Faculties Council
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

University regulations regarding the conduct of examinations are contained in Section 23 of the University Calendar, with the exception of this procedure concerning access to past evaluative material and the procedure concerning Consolidated Final Examinations.

### Purpose

To define University-wide procedures with respect to access to past or representative evaluative material.

## PROCEDURE

### 1. EVALUATIVE COURSE MATERIAL

The provision of student access to past or **representative evaluative course material** in undergraduate courses as outlined herein is intended to (a) ensure equal access to such material by all students and (b) provide students with a potentially useful aid to their studying.

#### a. Assessable Materials

Access must be provided to past or representative evaluative course material, listed below:

- Final examinations;
- Evaluative course material that accounts for 30% or greater of a student's course grade;
- Past evaluative course material that is made available by the Faculty, department or professor to students directly or via students' associations;
- Past evaluative course material that is permitted to leave the classroom;
- Representative evaluative course material where actual examinations are not provided.

#### b. Access requirements

Evaluative material will be made available in at least one of the following ways:

- By submission to the Students' Union Exam Registry by a representative of the teaching unit, such as a department or, in the case of non-departmentalized Faculties, the Faculty.

- By electronic publication on a website maintained by an instructor, a department or a Faculty where every student registered in a course will have equal access to the material.
- Answer keys are not required to be made available. No keys or answers to evaluative material will be made available unless the instructor has made these keys or answers available to students.
- Evaluative course material submitted by students or student associations must be approved by the Faculty, Department, or instructor.
- For the purposes of administering the Exam Registry, the Registrar's Office shall provide a list of all course changes to the Students' Union Exam Registry.

c. Exemptions

Particular courses or entire departments can be exempted from this policy at the discretion of each Faculty Council, provided that the Faculty has a policy that ensures the evaluative material to be exempted is neither permitted to leave the classroom nor made available to students in any manner outside the classroom.

Faculty Councils shall refer these exemptions, together with the minutes of that meeting, to the Students' Union for information.

Where a Faculty Council has approved the withholding of evaluative material, it is encouraged to provide access to representative course material, where possible.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>Evaluative course material</b>	Evaluative course material shall be considered to be any final examination paper, any mid-term examination paper and any other examination paper which counts towards a student's course grade.
<b>Representative evaluative course material</b>	Representative evaluative course material shall be sample examination papers or questions that give a fair representation of the length, nature and level of difficulty of an actual examination in the course.

## **FORMS**

There are no forms for this procedure. [▲Top](#)

## **RELATED LINKS**

Should a link fail, please contact uappol@ualberta.ca. [▲Top](#)

DEVELOPMENT LEAD: Dr. Bill Connor (bill.connor@ualberta.ca)

VERSION 3.00 DRAFT DATE: 2012/05/01

PARENT POLICY: Assessment Policy

NOTE: This header will be removed for UAPPOL publication

<b>Go to:</b>	<a href="#">[Purpose]</a>	<a href="#">[PROCEDURE]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[FORMS]</a>	<a href="#">[RELATED LINKS]</a>
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Consolidated Final Examinations Procedure

<b>Office of Administrative Responsibility:</b>	Provost and Vice-President (Academic)
<b>Approver:</b>	General Faculties Council
<b>Scope:</b>	Compliance with University procedure extends to all members of the University community.

### Overview

University regulations regarding the conduct of examinations are contained in the University Calendar, with the exception of this procedure concerning **consolidated final examinations** and the Access to Evaluative Course Material Procedure.

### Purpose

To define University-wide procedures with respect to consolidated final examinations.

## PROCEDURE

### 1. COMMON (CONSOLIDATED) FINAL EXAMINATIONS IN MULTI-SECTIONED COURSES

#### a. Approval of consolidated examinations

Faculties will determine which courses best demonstrate the need for a consolidated final examination on a continuing basis, and request approval by the GFC Executive Committee. Approval must be obtained from the GFC Executive Committee prior to scheduling or conducting a consolidated final examination.

#### b. Time of consolidated examinations

Consolidated examinations will be scheduled as follows:

- The day immediately following the official end of classes for the term will not be used to schedule consolidated final examinations;
- Other days, excluding Sundays and holidays, prior to the official start of final examinations may be used;
- The Saturday during the official examination period may be used if it is not used for normally scheduled examinations;
- Days after the official examination period may be used providing they are prior to December 23<sup>rd</sup> in the Fall Term and allow a minimum of 23 working days between the last day of Winter Term examinations and the first day of Spring convocation.

#### c. Coordination of examinations

The examinations are coordinated by the Faculty in which the courses are taught. Faculties and departments are responsible for providing instructional and support staff on exam day. There is no guarantee that gymnasium seating will be available.

- d. The Examinations and Timetabling division of the Registrar's Office will consult with Faculties regarding the dates and time of the consolidated examinations. Every attempt will be made to construct a conflict-free schedule. However, should a student have conflicting consolidated examinations scheduled, the Faculties involved will make an accommodation for the student. Courses for which consolidated examinations are given will be identified as such in the course listings and the times of writing presented on the website of the Registrar's Office (www.registrar.ualberta.ca).
- e. The Office of the Registrar will keep a list of courses that have used, or currently use, consolidated examinations.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>Consolidated Final Examination</b>	A final examination for a multiple-section course that is held at a single time.
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## **FORMS**

There are no forms for this procedure. [▲Top](#)

## **RELATED LINKS**

Should a link fail, please contact uappol@ualberta.ca. [▲Top](#)

23 Academic Regulations Revised March 8, 2012	
CURRENT	PROPOSED
23.3 Attendance	23.3 Attendance
<p>Since presence at lectures, participation in classroom discussions and projects, and the completion of assignments are important components of most courses, students will serve their interests best by regular attendance. Those who choose not to attend must assume whatever risks are involved. In connection to this students should review the following sections.</p> <p>The University recognizes that occasionally life events occur that require a student to miss term work, term examinations, or final examinations. However, excused absences are not granted automatically and will be considered only for acceptable reasons such as incapacitating illness, severe domestic affliction, or religious convictions.</p> <p>Unacceptable reasons include, but are not limited to personal events such as vacations, weddings, or travel arrangements. When a student is absent without acceptable excuse, a final grade will be computed using a raw score of zero for the work missed. Any student who applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour. Students should consult their Faculty for detailed information and requirements.</p> <p><b>(1) Absence from Term Work <del>or Term Examinations</del></b></p> <p>Approval for an excused absence from term work (e.g., classes, labs, assignments, quizzes, term papers, reports, etc.) <del>or term exams</del> is at the discretion of the instructor.</p> <p>To apply for an excused absence, a student must present supporting documentation pertaining to the absence to the instructor within two working days following the scheduled date of the term work or term exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.</p>	<p>Since presence at lectures, participation in classroom discussions and projects, and the completion of assignments are important components of most courses, students will serve their interests best by regular attendance. Those who choose not to attend must assume whatever risks are involved. In connection to this students should review the following sections.</p> <p>The University recognizes that occasionally life events occur that require a student to miss term work, term examinations, or final examinations. However, excused absences are not granted automatically and will be considered only for acceptable reasons such as incapacitating illness, severe domestic affliction, or religious convictions.</p> <p>Unacceptable reasons include, but are not limited to personal events such as vacations, weddings, or travel arrangements. When a student is absent without acceptable excuse, a final grade will be computed using a raw score of zero for the work missed. Any student who applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour. Students should consult their Faculty for detailed information and requirements.</p> <p><b>(1) Absence from Term Work</b></p> <p>Approval for an excused absence from term work (e.g., classes, labs, assignments, quizzes, term papers, reports, <u>or term examinations</u>) is at the discretion of the instructor.</p> <p>To apply for an excused absence, a student must present supporting documentation pertaining to the absence to the instructor within two working days following the scheduled date of the term work or term exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.</p>



<p>a. Where the cause is incapacitating illness:</p> <p>i. a medical note cannot be required.</p> <p>ii. if a student chooses to provide a medical note, the University of Alberta <i>Medical Statement</i> Form may be downloaded from the Online Services section of <a href="http://www.registrar.ualberta.ca">www.registrar.ualberta.ca</a></p> <p>iii. Instructors may request other adequate documentation at their discretion such as a form from the student's Faculty or a statutory declaration.</p> <p>b. In other cases, including domestic affliction or religious conviction, adequate documentation must be provided to substantiate the reason for an absence. Instructors may either waive the term work or term exam, or require the student to make up the term work or term exam.</p> <p>For a waiver, the percentage weight allotted to the term work or term exam missed may be distributed to other term work, term exams, and/or the final exam as decided by the instructor.</p> <p>For make-ups, the student is required to complete equivalent term work or term exam as decided by the instructor. If the student does not complete the make-up as prescribed by the instructor, a raw score of zero will be assigned for the missed term work or term exam.</p> <p><b>(2) Absence from Final Exams:</b> A student who has missed a final exam because of incapacitating illness, severe domestic affliction or other compelling reason (including religious conviction) may apply for a deferred exam.</p> <p>To apply for a deferred exam, a student must present supporting documentation pertaining to the absence to their Faculty office within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.</p>	<p>a. Where the cause is incapacitating illness:</p> <p>i. a medical note cannot be required.</p> <p>ii. if a student chooses to provide a medical note, the University of Alberta <i>Medical Statement</i> Form may be downloaded from the Online Services section of <a href="http://www.registrar.ualberta.ca">www.registrar.ualberta.ca</a></p> <p>iii. Instructors may request other adequate documentation at their discretion such as a form from the student's Faculty or a statutory declaration.</p> <p>b. In other cases, including domestic affliction or religious conviction, adequate documentation must be provided to substantiate the reason for an absence. Instructors may either waive the term work or term exam, or require the student to make up the term work or term exam.</p> <p>For a waiver, the percentage weight allotted to the term work or term exam missed may be distributed to other term work, term exams, and/or the final exam as decided by the instructor.</p> <p>For make-ups, the student is required to complete equivalent term work or term exam as decided by the instructor. If the student does not complete the make-up as prescribed by the instructor, a raw score of zero will be assigned for the missed term work or term exam.</p> <p><b>(2) Absence from Final Exams:</b> A student who has missed a final exam because of incapacitating illness, severe domestic affliction or other compelling reason (including religious conviction) may apply for a deferred exam.</p> <p>To apply for a deferred exam, a student must present supporting documentation pertaining to the absence to their Faculty office within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.</p>
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on where to pay fees and to §22.2.12 for fees for special services.	on where to pay fees and to §22.2.12 for fees for special services.
<b>23.4 Evaluation Procedures and Grading System</b>	<b>23.4 Evaluation Procedures and Grading System</b>
<p><b>(1) Weighting of Term Work and Final Examinations:</b> In each course in which a final examination is held, a weight of not less than 30 percent and not more than 70 percent will be assigned to the final examination, except where a departure from this arrangement has been authorized by the council of the Faculty in which the department offering the course is situated. The remaining weight for the course will be assigned to term work.</p> <p><b>(2) Course Requirements, Evaluation Procedures and Grading:</b> The policies set out below are intended to provide instructors and their students with general course information. GFC, in approving these guidelines, expected that there would be a common sense approach to their application and understood that circumstances might develop, during a term, where a change to the course outline, as set out in §23.4(2)a., made sense to all concerned. Such changes shall only occur with fair warning or general class consent.</p> <p>Students concerned about the application of these guidelines should consult, in turn, the instructor, the chair of the department by which the course is offered, and the dean of the faculty in which the course is offered.</p> <p>a. At the beginning of each course, instructors are required by GFC to provide a course outline <del>which</del> must include the following:</p> <ul style="list-style-type: none"> <li>i. a statement of the course objectives and general content</li> <li>ii. a list of the required textbooks and other major course materials</li> <li>iii. a list of any other course fees as described in the 'Student Instructional Support Fees Policy' and their associated costs</li> </ul>	<p><b>(1) Weighting of Term Work and Final Examinations:</b> In each course in which a final examination is held, a weight of not less than 30 percent and not more than 70 percent will be assigned to the final examination, except where a departure from this arrangement has been authorized by the council of the Faculty in which the department offering the course is situated. The remaining weight for the course will be assigned to term work.</p> <p><b>(2) Course Requirements, Evaluation Procedures and Grading:</b> The policies set out below are intended to provide instructors and their students with general course information. GFC, in approving these guidelines, expected that there would be a common sense approach to their application and understood that circumstances might develop, during a term, where a change to the course outline, as set out in §23.4(2)a., made sense to all concerned. Such changes shall only occur with fair warning or general class consent.</p> <p>Students concerned about the application of these guidelines should consult, in turn, the instructor, the chair of the department by which the course is offered, and the dean of the faculty in which the course is offered.</p> <p>a. At the beginning of each course, instructors are required by GFC to provide a course <u>outline to students and their Department (or Faculty in non-Departmentalized Faculties)</u> that includes the following:</p> <ul style="list-style-type: none"> <li>i. a statement of the course objectives and general content</li> <li>ii. a list of the required textbooks and other major course materials</li> <li>iii. a list of any other course fees as described in the 'Student Instructional Support Fees Policy' and their associated costs</li> </ul>

<p>iv. an indication of how and when students have access to the instructor</p> <p>v. the distribution of weight between term work and final examination</p> <p>vi. <del>identification of all course activities worth 10% or more of the overall course mark</del></p> <p>vii. whether marks are given for class participation and other in-class activities as well as the weight of such participation</p> <p>viii. dates of any examination and course assignments with a weight of 10% or more of the overall course <del>mark</del>.</p> <p><b>[NEW]</b></p> <p>ix. <del>the manner in which the official University grading system is to be implemented in that particular course or section, i.e., whether a particular distribution is to be used to determine grades, or whether there are absolute measures or marks which will determine them, or whether a combination of the two will be used. Instructors should refer to the University of Alberta Marking and Grading Guidelines.</del></p> <p>x. an indication of how students will be given access to past or representative evaluative course material.</p> <p><b>[NEW]</b></p>	<p>iv. an indication of how and when students have access to the instructor</p> <p>v. the distribution of weight between term work and final examination</p> <p>vi. <u>the relative weight of all term work contributing to the course grade</u></p> <p>vii. whether marks are given for class participation and other in-class activities as well as the weight of such participation</p> <p>viii. dates of any examination and course assignments with a weight of 10% or more of the overall course <u>grade</u>.</p> <p>ix. <u>the process by which the term marks will be translated into a final letter grade for the course. The process must be consistent with the University of Alberta Assessment Policy and accompanying Grading Procedure, found at the University of Alberta Policies and Principles Online (UAPPOL) website at <a href="http://www.uappol.ualberta.ca">www.uappol.ualberta.ca</a>.</u></p> <p>x. an indication of how students will be given access to past or representative evaluative course material, <u>consistent with the Access to Evaluative Material Procedure of the Assessment Policy, found at the University of Alberta Policies and Procedures Online (UAPPOL) website at <a href="http://www.uappol.ualberta.ca">www.uappol.ualberta.ca</a>.</u></p> <p>xi. <u>the statement: "Policy about course outlines can be found in §23.4(2) of the University Calendar"</u></p> <p>xii. <u>the statement: "The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards</u></p>
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<p>b. Every course outline should contain the following statement: "Policy about course outlines can be found in §23.4(2) of the University Calendar."</p> <p>c. Every course outline should contain the following statement: "The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at <a href="http://www.governance.ualberta.ca">www.governance.ualberta.ca</a>) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University."</p> <p>d. Nothing in any course outline, syllabus or course web-site may override or contravene any Calendar regulation or GFC policy. In resolving any discrepancy, GFC policy and Calendar regulations will take precedence.</p> <p>e. Instructors may indicate in the course outline the date, time and place on which the deferred examination for the course will occur, should one be required. See §23.5.6.</p>	<p><u>regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at <a href="http://www.governance.ualberta.ca">www.governance.ualberta.ca</a>) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University."</u></p> <p><u>b.</u> Nothing in any course outline, syllabus or course web-site <u>can</u> override or contravene any Calendar regulation or <u>University</u> policy. In resolving any discrepancy, <u>University</u> policy and Calendar regulations take precedence.</p> <p><u>c.</u> Instructors may indicate in the course outline the date, time and place on which the deferred examination for the course will occur, should one be required. See §23.5.6.</p>
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<p><del>f. Instructors <u>should</u> discuss with the class <u>their</u> expectations with respect to academic <u>honesty</u> issues and outline both permitted and prohibited behaviour.</del></p> <p>g. Every course outline must contain the following statement: "Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the instructor."</p> <p><del>h. Instructors <u>must</u> follow copyright regulations as established by the University from time to time in the duplication of course material.</del></p> <p><del>i. Instructors <u>should</u> allow students a reasonable time in which to complete an assignment, bearing in mind its weight.</del></p> <p><del>j. Instructors <u>should</u> mark and return to students <u>with reasonable dispatch</u> all term examinations and, <u>provided the students submit them by the due date</u>, all course projects, assignments, essays, etc.</del></p> <p><del>k. All <u>projects, assignments, essays, etc.</u>, <u>should</u> be returned on or by the last day of classes in the course, with the exception of a final major assignment (which may be due on the last day of classes), which <u>should</u> be returned by the date of the scheduled final examination or, in non-examination courses, by the last day of the examination period.</del></p> <p><del>l. Upon request, instructors are required to provide the <u>method which was used to translate</u></del></p>	<p><u>d. At the beginning of a course, instructors <u>will</u> discuss with <u>their class</u> the expectations with respect to academic <u>integrity</u> and outline both permitted and prohibited behaviour.</u></p> <p>e. Every course outline must contain the following statement: "Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the instructor."</p> <p><u>f. Each assessment is linked to the stated course objectives and/or learning outcomes. Students should be provided with the criteria for these assessments early in and, if necessary, throughout the course.</u></p> <p>g. Instructors <u>will</u> allow students a reasonable time in which to complete an assignment, bearing in mind its weight.</p> <p><u>h. Instructors <u>will</u> mark, <u>provide appropriate feedback</u>, and return to students <u>all term work</u> in a timely manner.</u></p> <p><u>i. <u>Normally term work will</u> be returned on or by the last day of classes in the course, with the exception of a final major assignment (which may be due on the last day of classes), which <u>will</u> be returned by the date of the scheduled final examination or, in non-examination courses, by the last day of the examination period. <u>All exceptions must be authorized by the Faculty Council (or delegate) in the faculty offering the course.</u></u></p> <p><u>j. Upon request, instructors are required to provide the <u>process used to generate the final</u></u></p>
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<p>final and, where appropriate, term marks into grades.</p> <p><b>(3) Procedures for Registering Complaints about Marking, Grading, and Related Issues:</b></p> <p>a. Where the above guidelines have not been followed or where students have concerns about the instructor’s <del>teaching</del>, the student should make the concern known to the appropriate individual in the following sequence:</p> <p>i. Instructor</p> <p>ii. Chair of the <del>department</del> in which the course is taught</p> <p>iii. Dean of the Faculty in which the course is taught (some Faculties have delegated this authority to departments)</p> <p>b. A student needing advice on these matters should see <del>the student advisors in the Office of the Dean of Students</del>.</p> <p>c. These procedures do not constitute a mechanism for appeals and grievances regarding the academic standing or individual grades of a student. Appeals and grievances of that nature are dealt with in §23.8 of the Calendar.</p> <p><b>(4) Assigning Grades:</b> Grades reflect judgements of student achievement made by instructors. These judgements are based on a combination of absolute achievement and relative performance in a class. <del>The instructor should mark in terms of raw scores, rank the assignments in order of merit, and, with due attention to the verbal descriptions of the various grades, assign an appropriate letter grade to each assignment.</del></p> <p>Course Grades Obtained by Undergraduate Students:</p> <table><tr><th>Descriptor</th><th>Letter Grade</th><th>Grade Point Value</th></tr><tr><td></td><td>A+</td><td>4.0</td></tr><tr><td>Excellent</td><td>A</td><td>4.0</td></tr></table>	Descriptor	Letter Grade	Grade Point Value		A+	4.0	Excellent	A	4.0	<p><u>grade</u>.</p> <p><b>(3) Procedures for Registering Complaints about Marking, Grading, and Related Issues:</b></p> <p>a. Where the above guidelines have not been followed or where students have concerns about the instructor’s <u>marking and grading</u>, the student should make the concern known to the appropriate individual in the following sequence:</p> <p>i. Instructor</p> <p>ii. Chair of the <u>Department</u> in which the course is taught</p> <p>iii. Dean of the Faculty in which the course is taught (some Faculties have delegated this authority to departments)</p> <p>b. A student needing advice on these matters should see <u>an</u> advisor in the <u>Student OmbudService</u>.</p> <p>c. These procedures do not constitute a mechanism for appeals and grievances regarding the academic standing or individual grades of a student. Appeals and grievances of that nature are dealt with in §23.8 of the Calendar.</p> <p><b>(4) Assigning Grades:</b> Grades reflect judgements of student achievement made by instructors <u>and must correspond to the associated descriptor</u>. These judgements are based on a combination of absolute achievement and relative performance in a class. <u>Faculties may define acceptable grading practices in their disciplines. Such grading practices must align with the University of Alberta Assessment and Grading Policy and its procedures, which are available online at the University of Alberta Policies and Procedures Online (UAPPOL) website (<a href="http://www.policiesonline.ualberta.ca">www.policiesonline.ualberta.ca</a>).</u></p> <p>Course Grades Obtained by Undergraduate Students:</p> <table><tr><th>Descriptor</th><th>Letter Grade</th><th>Grade Point Value</th></tr><tr><td></td><td>A+</td><td>4.0</td></tr><tr><td>Excellent</td><td>A</td><td>4.0</td></tr></table>	Descriptor	Letter Grade	Grade Point Value		A+	4.0	Excellent	A	4.0
Descriptor	Letter Grade	Grade Point Value																	
	A+	4.0																	
Excellent	A	4.0																	
Descriptor	Letter Grade	Grade Point Value																	
	A+	4.0																	
Excellent	A	4.0																	

Good	A-	3.7	Good	A-	3.7
	B+	3.3		B+	3.3
	B	3.0		B	3.0
	B-	2.7		B-	2.7
	C+	2.3		C+	2.3
Satisfactory	C	2.0	Satisfactory	C	2.0
	C-	1.7		C-	1.7
Poor	D+	1.3	Poor	D+	1.3
Minimal Pass	D	1.0	Minimal Pass	D	1.0
Failure	F or F4	0.0	Failure	F or F4	0.0
Note: F4 denotes eligibility of a student to apply for a reexamination of a course.			Note: F4 denotes eligibility of a student to apply for a reexamination of a course.		
Course Grades Obtained by Graduate Students:			Course Grades Obtained by Graduate Students:		
Descriptor	Letter Grade	Grade Point Value	Descriptor	Letter Grade	Grade Point Value
Excellent	A+	4.0	Excellent	A+	4.0
	A	4.0		A	4.0
	A-	3.7		A-	3.7
Good	B+	3.3	Good	B+	3.3
	B	3.0		B	3.0
	B-	2.7		B-	2.7
Satisfactory	C+	2.3	Satisfactory	C+	2.3
	C	2.0		C	2.0
	C-	1.7		C-	1.7
Failure	D+	1.3	Failure	D+	1.3
	D	1.0		D	1.0
	F	0.0		F	0.0
(5) In addition to the grades described above, the University of Alberta currently records the following grades and remarks:			(5) In addition to the grades described above, the University of Alberta currently records the following grades and remarks:		
<b>Final Grades</b>			<b>Final Grades</b>		
AE	aegrotat standing		AE	aegrotat standing	
AU	registered as an auditor		AU	registered as an auditor	
AW	registered as an auditor and withdrew		AW	registered as an auditor and withdrew	
CR	completed requirements, no grade point value assigned		CR	completed requirements, no grade point value assigned	
EX	exempt		EX	exempt	
IN	incomplete		IN	incomplete	
IP	course in progress		IP	course in progress	
IP*	withdrew from or failed course in progress		IP*	withdrew from or failed course in progress	
NC	failure, no grade point value assigned		NC	failure, no grade point value assigned	
W	withdrew with permission		W	withdrew with permission	
<b>Remarks</b>			<b>Remarks</b>		



<p>1 grade includes a mark of '0' for final examination missed, or for term work missed, or both</p> <p>2 grade includes a mark of '0' for final examination missed, or for term work missed, or both, and deferred final examination granted</p> <p>3 credit withheld</p> <p>4 reexamination granted</p> <p>5 failure (assigned to failing Graduate Student grades only)</p> <p>6 failure, grade includes a mark of '0' for final examination missed, or for term work missed, or both (assigned to failing Graduate Student grades only)</p> <p>7 failure, grade includes a mark of '0' for final examination missed, or for term work missed, or both, and deferred final examination granted (assigned to failing Graduate Student grades only)</p> <p>8 disciplinary sanction for serious instances of inappropriate academic behavior</p> <p>9 failure, disciplinary sanction for serious instances of inappropriate academic behavior (assigned in the same circumstances as the remark of 8 but to failing Graduate Student grades only)</p>	<p>1 grade includes a mark of '0' for final examination missed, or for term work missed, or both</p> <p>2 grade includes a mark of '0' for final examination missed, or for term work missed, or both, and deferred final examination granted</p> <p>3 credit withheld</p> <p>4 reexamination granted</p> <p>5 failure (assigned to failing Graduate Student grades only)</p> <p>6 failure, grade includes a mark of '0' for final examination missed, or for term work missed, or both (assigned to failing Graduate Student grades only)</p> <p>7 failure, grade includes a mark of '0' for final examination missed, or for term work missed, or both, and deferred final examination granted (assigned to failing Graduate Student grades only)</p> <p>8 disciplinary sanction for serious instances of inappropriate academic behavior</p> <p>9 failure, disciplinary sanction for serious instances of inappropriate academic behavior (assigned in the same circumstances as the remark of 8 but to failing Graduate Student grades only)</p>
<p>(6) <b>Grade Point Average (GPA):</b> All courses have been assigned an appropriate weighting factor, which along with a student's grade point values, enables the Registrar's Office or the Dean's office to compute the Grade Point Average.</p> <p>The Grade Point Average (GPA) is a measure of a student's weighted average, obtained by dividing the total number of grade points earned by the total units of course weight attempted.</p> <p><b>Rules for Computing the GPA</b></p> <p>a. The GPA for any period is based on the final grades, including failing grades in all courses taken during a specified period.</p> <p>b. GPAs are calculated according to the following formula: GPA = sum of [grade point value x units of course weight] / sum of units of course weight</p>	<p><u>(6) Courses may be graded on a pass/fail or credit/no credit basis upon specific approval of the appropriate Faculty Council.</u></p> <p>(67) <b>Grade Point Average (GPA):</b> All courses have been assigned an appropriate weighting factor, which along with a student's grade point values, enables the Registrar's Office or the Dean's office to compute the Grade Point Average.</p> <p>The Grade Point Average (GPA) is a measure of a student's weighted average, obtained by dividing the total number of grade points earned by the total units of course weight attempted.</p> <p><b>Rules for Computing the GPA</b></p> <p>a. The GPA for any period is based on the final grades, including failing grades in all courses taken during a specified period.</p> <p>b. GPAs are calculated according to the following formula: GPA = sum of [grade point value x units of course weight] / sum of units of course weight</p>

<p>GPA = sum of [grade point value x units of course weight] / sum of units of course weight</p> <p>c. A reexamination mark or a deferred examination mark replaces the original final examination mark. The revised final grade is included in the computation of the GPA.</p> <p>d. When a student has a deferred, incomplete or a missing grade, the GPA is not computed until a final grade is reported.</p> <p>e. Grades of IN5 are counted as numeric grades of 0.00 in the computation of any GPA.</p> <p>f. Grades of W (withdrew) are excluded from the computation of the GPA.</p> <p>g. Grades of CR and NC are not included in the computation of any GPA.</p> <p>h. Any GPA is rounded to the nearest decimal place using standard rounding rules – that is it is rounded up with a value of 5 or greater in the first nonsignificant place and rounded down with a value of 4 or less in the first nonsignificant place.</p> <p><b>Types of Grade Point Averages:</b> Faculties may use different averages for various decisions regarding academic standing, promotions, and graduation, as long as these have been approved by General Faculties Council. Such averages are descriptively labelled.</p> <p>a. <b>Admission Grade Point Averages (AGPA)</b> see §14.2.1.</p> <p>b. <b>Fall/Winter and/or Spring/Summer Grade Point Averages</b> are reported on transcripts and is used by most Faculties to determine academic standing.</p> <p>c. <b>Term Grade Point Average</b> may be calculated at the end of Fall, Winter, Spring or Summer, and used to determine eligibility for reexamination (see §23.5.5).</p>	<p>GPA = sum of [grade point value x units of course weight]/sum of units of course weight</p> <p>c. A reexamination mark or a deferred examination mark replaces the original final examination mark. The revised final grade is included in the computation of the GPA.</p> <p>d. When a student has a deferred, incomplete or a missing grade, the GPA is not computed until a final grade is reported.</p> <p>e. Grades of IN5 are counted as numeric grades of 0.00 in the computation of any GPA.</p> <p>f. Grades of W (withdrew) are excluded from the computation of the GPA.</p> <p>g. Grades of CR and NC are not included in the computation of any GPA.</p> <p>h. Any GPA is rounded to the nearest decimal place using standard rounding rules – that is it is rounded up with a value of 5 or greater in the first nonsignificant place and rounded down with a value of 4 or less in the first nonsignificant place</p> <p><b>Types of Grade Point Averages:</b> Faculties may use different averages for various decisions regarding academic standing, promotions, and graduation, as long as these have been approved by General Faculties Council. Such averages are descriptively labelled.</p> <p>a. <b>Admission Grade Point Averages (AGPA)</b> see §14.2.1.</p> <p>b. <b>Fall/Winter and/or Spring/Summer Grade Point Averages</b> are reported on transcripts and is used by most Faculties to determine academic standing.</p> <p>c. <b>Term Grade Point Average</b> may be calculated at the end of Fall, Winter, Spring or Summer, and used to determine eligibility for reexamination (see §23.5.5).</p>
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<p><b>d. Promotion and Graduation Grade Point Averages</b> are Faculty specific and are defined in the Faculty sections of the Calendar.</p> <p><b>e. Faculty Grade Point Average (FGPA):</b> The Faculty Grade Point Average (FGPA) is a cumulative measure of a student's grade points obtained while registered in a Faculty in all years and terms, including Spring/Summer. FGPA is a weighted average obtained by dividing the total grade points earned by the total units of course weight attempted. The FGPA is currently used by the Faculty of Arts.</p> <p><b>Rules for Computing the FGPA</b></p> <p>i. The rules related to calculation of GPA [see §23.4(6)] also apply to the calculation of FGPA.</p> <p>ii. The initial assessment and any subsequent reassessment of academic standing using FGPA is based on a student's performance in a minimum of nine units of course weight (★9). If, at the time of review, the student has attempted less than ★9 since the last assessment while registered in the Faculty, the assessment will be deferred until the next assessment period.</p> <p>iii. Assessments are performed at the end of a student's registration in Fall/Winter (or at the end of a student's program) and are based upon the final grades in all courses taken in that and prior periods while registered in the Faculty. At the discretion of the faculty an assessment may also be performed at the end of a student's registration in Spring/Summer.</p> <p>iv. If a student is required to withdraw and subsequently allowed to continue (after a successful appeal or after successfully completing required work at another institution) the FGPA will be calculated from the term in which readmission or continuation is granted, not from the time of first admission into the Faculty. Such a restart of FGPA will be allowed only once for any</p>	<p><b>d. Promotion and Graduation Grade Point Averages</b> are Faculty specific and are defined in the Faculty sections of the Calendar.</p> <p><b>e. Faculty Grade Point Average (FGPA):</b> The Faculty Grade Point Average (FGPA) is a cumulative measure of a student's grade points obtained while registered in a Faculty in all years and terms, including Spring/Summer. FGPA is a weighted average obtained by dividing the total grade points earned by the total units of course weight attempted. The FGPA is currently used by the Faculty of Arts.</p> <p><b>Rules for Computing the FGPA</b></p> <p>i. The rules related to calculation of GPA [see §23.4(6)] also apply to the calculation of FGPA.</p> <p>ii. The initial assessment and any subsequent reassessment of academic standing using FGPA is based on a student's performance in a minimum of nine units of course weight (CE9). If, at the time of review, the student has attempted less than CE9 since the last assessment while registered in the Faculty, the assessment will be deferred until the next assessment period.</p> <p>iii. Assessments are performed at the end of a student's registration in Fall/Winter (or at the end of a student's program) and are based upon the final grades in all courses taken in that and prior periods while registered in the Faculty. At the discretion of the faculty an assessment may also be performed at the end of a student's registration in Spring/Summer.</p> <p>iv. If a student is required to withdraw and subsequently allowed to continue (after a successful appeal or after successfully completing required work at another institution) the FGPA will be calculated from the term in which readmission or continuation is granted, not from the time of first admission into the Faculty. Such a restart of FGPA will be allowed only once for any</p>
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<p>student in a Faculty.</p> <p>v. Students continuing in a Faculty following a restarted FGPA as described above must thereafter maintain a minimum FGPA of 2.0.</p> <p>(7) <b>Aegrotat Standing:</b> Aegrotat standing may be granted, in special circumstances, on the grounds of illness to deserving students who have completed at least one year at the University of Alberta in the Faculty in which they are currently registered. Any student wishing to take advantage of this privilege should apply without delay to the dean of the Faculty concerned. Any other student absent from a final examination because of illness may apply for permission to write the regular deferred examination.</p> <p>(8) <b>Competence in Written Work:</b> General Faculties Council urges all instructors of University undergraduate courses to provide that suitable portions of course testing or other course work should be in the form of written essay responses and to emphasize to students that competence in written work is integral to competence in a subject and will constitute part of the basis on which the student's course grade is determined.</p> <p>All instructors should make clear at the outset of each course their expectations in regard to the standard and importance of writing in assignments and examinations. <del>Refer to §24.16 for information on Effective Writing Resources.</del></p> <p>(9) <b>Official Grades:</b> Student grades are unofficial until they have been approved by the appropriate Faculty Council at the end of Fall/Winter or Spring/Summer. Prior to approval by Faculty Council, unofficial grades are reported on transcripts and so noted. Students can generally expect that official grades will be available in early June for Fall/Winter, and early September for Spring/Summer. Students obtain their Statement of Results on Bear Tracks (<a href="https://www.beartracks.ualberta.ca">https://www.beartracks.ualberta.ca</a>) following the approval of grades.</p>	<p>student in a Faculty.</p> <p>v. Students continuing in a Faculty following a restarted FGPA as described above must thereafter maintain a minimum FGPA of 2.0.</p> <p>(7<u>8</u>) <b>Aegrotat Standing:</b> Aegrotat standing may be granted, in special circumstances, on the grounds of illness to deserving students who have completed at least one year at the University of Alberta in the Faculty in which they are currently registered. Any student wishing to take advantage of this privilege should apply without delay to the dean of the Faculty concerned. Any other student absent from a final examination because of illness may apply for permission to write the regular deferred examination.</p> <p>(8<u>9</u>) <b>Competence in Written Work:</b> General Faculties Council urges all instructors of University undergraduate courses to provide that suitable portions of course testing or other course work should be in the form of written essay responses and to emphasize to students that competence in written work is integral to competence in a subject and will constitute part of the basis on which the student's course grade is determined.</p> <p>All instructors should make clear at the outset of each course their expectations in regard to the standard and importance of writing in assignments and examinations.</p> <p>(9<u>10</u>) <b>Official Grades:</b> Student grades are unofficial until they have been approved by the appropriate Faculty Council <u>or delegate</u> at the end of Fall/Winter or Spring/Summer. Prior to approval by Faculty Council, unofficial grades are reported on transcripts and so noted. Students can generally expect that official grades will be available in early June for Fall/Winter, and early September for Spring/Summer. Students obtain their Statement of Results on Bear Tracks (<a href="https://www.beartracks.ualberta.ca">https://www.beartracks.ualberta.ca</a>) following the approval of grades.</p>
<b>23.5 Examinations (Exams)</b>	<b>23.5 Examinations (Exams)</b>

<b>23.5.1 Conduct of Exams</b>	<b>23.5.1 Conduct of Exams</b>
	<b>[NO CHANGE]</b>
<b>23.5.2 Term Examinations</b>	<b>23.5.2 Term Examinations</b>
	<b>[NO CHANGE]</b>
<b>23.5.3 Final Examinations</b>	<b>23.5.3 Final Examinations</b>
<p>There is no requirement by General Faculties Council that the final examination must be written in order to obtain credit: Faculties are permitted to make their own regulations in this regard.</p> <p>(1) <b>Final Examinations:</b> A final examination is held in each course except where departure from this arrangement has been authorized by the Faculty council governing the department offering the course. Final examinations for Fall courses shall be held in December. Final examinations for Winter or two-term Fall/Winter courses shall be held in April. Final examinations for Spring courses shall be held in June. Final examinations for Summer or two-term Spring/Summer courses shall be held in August. Examinations for evening credit program and late afternoon and evening courses are to be held during the last regular class period, excluding Augustana Faculty. Final examinations in Augustana Faculty evening courses are to be held in the evening during the regular examination period.</p> <p>(2) <b>Examination Schedule:</b> The schedule of Fall and Winter Terms final examinations (and mid-term examinations in two-term courses) shall be related directly to the basic University timetable.</p> <p>Where possible, the final examination schedule for Augustana Faculty courses shall be related directly to the basic University timetable. Some dates may vary. Students should also see §54.4.</p> <p>In the Faculty of Education, for those Faculty courses which form part of a professional term and hence do not conform to the standard timetable, the scheduling of the final examinations shall become the responsibility of the Faculty.</p>	<p>There is no requirement by General Faculties Council that the final examination must be written in order to obtain credit: Faculties are permitted to make their own regulations in this regard.</p> <p>(1) <b>Final Examinations:</b> A final examination is held in each course except where departure from this arrangement has been authorized by the Faculty council governing the department offering the course. Final examinations for Fall courses shall be held in December. Final examinations for Winter or two-term Fall/Winter courses shall be held in April. Final examinations for Spring courses shall be held in June. Final examinations for Summer or two-term Spring/Summer courses shall be held in August. Examinations for evening credit program and late afternoon and evening courses are to be held during the last regular class period, excluding Augustana Faculty. Final examinations in Augustana Faculty evening courses are to be held in the evening during the regular examination period.</p> <p>(2) <b>Examination Schedule:</b> The schedule of Fall and Winter Terms final examinations (and mid-term examinations in two-term courses) shall be related directly to the basic University timetable.</p> <p>Where possible, the final examination schedule for Augustana Faculty courses shall be related directly to the basic University timetable. Some dates may vary. Students should also see §54.4.</p> <p>In the Faculty of Education, for those Faculty courses which form part of a professional term and hence do not conform to the standard timetable, the scheduling of the final examinations shall become the responsibility of the Faculty.</p>

<p>In the MBA program final examinations in all evening courses shall be scheduled into the week immediately following the last week of classes in each term in order to allow for equal instructional hours in the full- and part-time programs.</p> <p>Final examinations or mid-term examinations in two-term courses shall not exceed three hours in length.</p> <p>The Examination Schedule shall be adhered to and no attempt made to adjust examination schedules to accommodate students who have failed a course and are repeating without attendance.</p> <p>Normally there shall be no departure from the official Final Examination Schedule. Instructors and students may, however, petition the Faculty Council concerned for permission to depart from the Schedule if justified reasons can be established. No departures shall be considered for approval unless the instructor of the class concerned and every student registered for credit in the class have given their written consent. Such consent shall take the form of either written letters or signed and dated forms made available from the Dean's office. These notices of consent shall be conveyed to the Dean of the Faculty <b>offering the course</b> on an individual basis at least one month prior to the new dates being requested. If and when unanimous consent is received from the class, this fact shall be communicated to both the instructor involved and the Faculty Council. All such notices of consent shall be received by the Dean, in confidence, and it will not be the Dean's responsibility to insure that all members of the class have been informed of the need to submit such written consents. This will be the responsibility of the Instructor or of those members of the class who have initiated the request for a change in the examination date.</p> <p>The requirement that notices of consent for</p>	<p>In the MBA program final examinations in all evening courses shall be scheduled into the week immediately following the last week of classes in each term in order to allow for equal instructional hours in the full- and part-time programs.</p> <p>Final examinations or mid-term examinations in two-term courses shall not exceed three hours in length.</p> <p>The Examination Schedule shall be adhered to and no attempt made to adjust examination schedules to accommodate students who have failed a course and are repeating without attendance.</p> <p>Normally there shall be no departure from the official Final Examination Schedule. Instructors and students may, however, petition the Faculty Council concerned for permission to depart from the Schedule if justified reasons can be established. No departures shall be considered for approval unless the instructor of the class concerned and every student registered for credit in the class have given their written consent. Such consent shall take the form of either written letters or signed and dated forms made available from the Dean's office. These notices of consent shall be conveyed to the Dean of the Faculty <b>offering the course</b> on an individual basis at least one month prior to the new dates being requested. If and when unanimous consent is received from the class, this fact shall be communicated to both the instructor involved and the Faculty Council. All such notices of consent shall be received by the Dean, in confidence, and it will not be the Dean's responsibility to insure that all members of the class have been informed of the need to submit such written consents. This will be the responsibility of the Instructor or of those members of the class who have initiated the request for a change in the examination date.</p> <p><u><b>Note:</b> Permission to depart from the Final Examination Schedule may be authorized by the Dean in Faculties where the Faculty Council has delegated this responsibility to the Dean.</u></p> <p>The requirement that notices of consent for</p>
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<p>departures from the official Final Examination Schedule shall be conveyed to the Dean at least <b>one month</b> prior to the new date being requested, shall be rigidly enforced.</p> <p><b>The rescheduling of examinations or tests in the final week of classes is not permitted.</b></p> <p>(3) Where a final examination has been scheduled, students registered in the course may not be debarred from writing that final examination.</p> <p>(4) <b>Marking of Papers:</b> Departments and instructors shall be informed that the marking of examinations be given first priority in order to expedite the submission of <del>Grade Report Forms</del> to the Registrar.</p> <p>No member of a Department shall be permitted to go away taking the original examinations papers with him or her for marking without permission of the unit head. In a case where a member of a Department applies for leave before the end of term, this will only be granted on condition that the head of the Department arranges for the papers to be <del>read</del> here in the usual way.</p> <p>All examinations and assignments shall be marked only by the instructor(s) or by persons expressly authorized by the Department Chair (or by the Dean in non-departmentalized Faculties) to mark them.</p> <p>(5) The following discretionary policy on student access to final examination papers was affirmed by General Faculties Council:</p> <p>Departments subscribing to the belief that there is educational value in permitting students to see</p>	<p>departures from the official Final Examination Schedule shall be conveyed to the Dean at least one month prior to the new date being requested, shall be rigidly enforced.</p> <p>The rescheduling of examinations or tests in the final week of classes is not permitted.</p> <p>(3) Where a final examination has been scheduled, students registered in the course may not be debarred from writing that final examination.</p> <p>(4) <b>Marking of examinations:</b> Departments and instructors shall be informed that the marking of examinations be given first priority in order to expedite the submission of <u>grades</u> to the Registrar.</p> <p>No member of a Department shall be permitted to go away taking the original examinations papers with him or her for marking without permission of the unit head. In a case where a member of a Department applies for leave before the end of term, this will only be granted on condition that the head of the Department arranges for the papers to be <u>marked</u> here in the usual way.</p> <p>All examinations and assignments shall be marked only by the instructor(s) or by persons expressly authorized by the Department Chair (or by the Dean in non-departmentalized Faculties) to mark them.</p> <p><u>In the case where the student has missed the final examination, the instructor shall compute and record the course grade for that student with a score of zero for the final examination. The instructor must enter the remark "1" in the "Final Grade/Remarks" column of the Grade Report Form to indicate that the student was absent from the final examination.</u></p> <p>(5) The following discretionary policy on student access to final examination papers was affirmed by General Faculties Council:</p> <p>Departments subscribing to the belief that there is educational value in permitting students to see</p>
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<p>their final examination papers after they have been marked are not only at liberty, but are encouraged, to make the papers available on request, and to allow for discussion where possible; that the objective here is an educational end: i.e., it is <b>not</b> a substitute for existing reappraisal procedures for the reconciliation of grades; that where the department is prepared to grant outright release of the paper it must not do so until the deadline for applications for reappraisal has passed, since an appeal cannot be entertained after the custody of the paper has been relinquished to the student.</p> <p>(6) <b>Grades of Incomplete:</b> The grade of “incomplete” (IN) is normally awarded when an undergraduate student is prevented by illness, domestic affliction, or other extreme circumstance from submitting an assignment by the end of term. When a grade of IN is awarded, the student is required to submit the assignment within 10 days after the end of the final examination period of the term for the course. At the request of the Department Chair concerned, the student’s Dean may grant an extension of time to a maximum of four months after the end of the term. If the assignment is not submitted by the prescribed deadline, the Registrar will record a grade of “NC” or a grade of “F” plus a remark of “1”, as appropriate. Before finalizing the student’s grade the Office of the Registrar and Student Awards will give 30 days written notice to the student’s Faculty and to the Department in which the course is offered.</p>	<p>their final examination papers after they have been marked are not only at liberty, but are encouraged, to make the papers available on request, and to allow for discussion where possible; that the objective here is an educational end: i.e., it is not a substitute for existing reappraisal procedures for the reconciliation of grades; that where the department is prepared to grant outright release of the paper it must not do so until the deadline for applications for reappraisal has passed, since an appeal cannot be entertained after the custody of the paper has been relinquished to the student.</p> <p>(6) <b>Grades of Incomplete:</b> The grade of “incomplete” (IN) is normally awarded when an undergraduate student is prevented by illness, domestic affliction, or other extreme circumstance from submitting an assignment by the end of term. When a grade of IN is awarded, the student is required to submit the assignment within 10 days after the end of the final examination period of the term for the course. At the request of the Department Chair concerned, the student’s Dean may grant an extension of time to a maximum of four months after the end of the term. If the assignment is not submitted by the prescribed deadline, the Registrar will record a grade of “NC” or a grade of “F” plus a remark of “1”, as appropriate. Before finalizing the student’s grade the Office of the Registrar and Student Awards will give 30 days written notice to the student’s Faculty and to the Department in which the course is offered.</p>
<b>23.5.4 Notification of Results</b>	<b>23.5.4 Notification of Results</b>
	[NO CHANGE]
<b>23.5.5 Reexaminations</b>	<b>23.5.5 Reexaminations</b>
	[NO CHANGE]
<b>23.5.6 Deferred Final Exams</b>	<b>23.5.6 Deferred Final Exams</b>
	[NO CHANGE]



**GFC Policy Manual §52 Examinations  
Tracked Changes  
March 1, 2012**

Current Content	Proposed Changes
<p><b>52. Examinations</b></p> <p><del><b>Note from the University Secretariat:</b></del> The <del><i>Post-Secondary Learning Act</i></del> gives <del>General Faculties Council</del> (GFC) responsibility, subject to the authority of the Board of Governors, over "timetables for examinations and for lectures and other instruction" (section 26(1)(d)). <del>GFC also has the responsibility to "consider and make decisions on the reports of faculty councils as to the appointment of examiners and the conduct and results of examinations in the faculties" (section 26(1)(e)). GFC has thus enacted a policy on Examinations, as set out below.</del></p> <p>The complete wording of the section(s) of the <del><i>Post-Secondary Learning Act</i></del>, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.</p> <p><del><b>NOTE FROM THE UNIVERSITY SECRETARIAT:</b></del> GFC regulations concerning examinations are contained in the Calendar with the exception of the following regulations. In accord with a motion passed by the GFC Executive Committee on November 9, 1992, the academic regulations contained in the Calendar may not be changed without GFC approval.</p>	<p><i>Overview of new Assessment Policy.</i></p> <p><u>The <i>Post-Secondary Learning Act</i> of Alberta (<i>PSLA</i>) gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). The <i>PSLA</i> also gives GFC responsibility, subject to the authority of the Board of Governors, over "timetables for examinations and for lectures and other instruction" (section 26(1)(d)) and to "consider and make decisions on the reports of faculty councils as to the appointment of examiners and the conduct and results of examinations in the faculties" (section 26(1)(e)). The <i>PSLA</i> gives faculty councils the authority to "appoint the examiners for examinations in the faculty, conduct the examinations and determine the results for them," "... subject to any conditions or restrictions that are imposed by GFC" (section 29(1)).</u></p>
<p><b>52.1 Deferred Final Examinations</b></p> <p>A deferred final examination may be granted at the Dean's discretion when a student has missed the final examination because of negligence (eg, misreading timetable).</p>	
<p><b>52.1.1 Final Examinations</b></p> <p>Where a final examination has been scheduled, students registered in the course may not be debarred from writing that final examination.</p>	<p><i>Moved to Calendar §23.5.3(3)</i></p>
<p><b>52.2 Authority for Determining Examination and Final Grades</b></p> <p>The determination of the final grades in a course shall be the initial responsibility of the instructor(s) <del>or of the persons expressly authorized by the Department Chair (or the Dean in non-departmentalized Faculties) to determine the final grade.</del> The Faculty Council under</p>	<p><i>Moved to Grading Procedure #3</i></p> <p><b>3. Authority to <u>Assign</u> Grades</b></p> <p>The <u>assignment</u> of final grades in a course will be the initial responsibility of the instructor(s). <u>Under the <i>Post-Secondary Learning Act</i> of Alberta</u>, the Faculty Council under whose auspices a course is offered has the ultimate authority to determine the examination grades</p>

<p>whose auspices a course is offered has the ultimate authority to determine the examination grades and final grades in courses.</p> <p>It is suggested that the larger Faculties delegate to Departments the authority over grades which is specified above, and that any such delegations of authority be filed with the Secretary to GFC.</p> <p>It is suggested to all Faculties that they determine, and make known within their Faculty, the following informal grievance route concerning problems which involve a course/grade: instructor of the course, Chair of the Department where the course is taught, Dean of the Faculty which offers the course. This informal process is meant to precede and to avoid formal appeal, but does not preclude formal appeal to the Faculty Council.</p>	<p>and final grades in a course, <u>"subject to any conditions or restrictions imposed by GFC (section 29(1))."</u></p> <p>Faculty Councils may delegate <u>this final authority over grades to Deans or Chairs of Departments. Final grades must be approved by Faculty Council before they are submitted to the Office of the Registrar.</u></p> <p><i>This informal grievance route is described in Calendar §23.4(3)</i></p>
<p><b>52.3 Release of Final Examination Answers</b></p> <p>Student answers to final examination questions should be disposed of six months after the lapse of the request for reappraisal/appeal deadline date.</p>	<p><i>Moved to Grading Procedure #6</i></p> <p>Students' final examinations, and any unreturned term work, shall be retained and then shredded six months after <u>the deadline for reappraisal and grade appeals.</u></p>
<p><b>52.4 Recording of Results on Examination Returns</b></p> <p>1.—<del>The term work and the final examination mark will no longer be required on the examination return. Only the final grade, the percentage weights of the component marks used in establishing the final grade, and other required remarks shall be recorded on the examination return.</del></p> <p>Departments shall keep <del>the class record books</del> with the detailed record of the component marks for at least one year after the final examination.</p> <p>2.—<del>In the case where a Department has been instructed to calculate a final grade and the student has missed the final examination, the instructor should compute and record the grade, but should enter the remark "1" in the Examiner's Recommendation column of the examination return to indicate that the student was absent from the final examination or to indicate that work was missing.</del></p> <p>3.—<del>The grade of "incomplete" (IN) is normally awarded when an undergraduate student is prevented by illness, domestic affliction, or other extreme circumstances from submitting an assignment by the end of the term. When a grade of IN is awarded, the student is required to submit the assignment within 10 days after the end of the final examination period of the term for the course. At the request of the Department Chair concerned, the student's Dean may grant an extension of</del></p>	<p><i>Moved to Grading Procedure #6</i></p> <p>Departments shall keep <u>this documentation</u> with the detailed record of the component marks for at least one year after the final examination.</p> <p><i>Moved to Calendar §23.5.3(4)</i></p> <p><i>Duplicate of Calendar §23.5.3(6)</i></p>

<p>time to a maximum of four months after the end of the term. If the assignment is not submitted by the prescribed deadline, the Registrar will record a grade of "F" or a grade of "F" plus a remark of "6", as appropriate. Before finalizing the student's grade, the Office of the Registrar and Student Awards will give 30 days written notice to the student's Faculty and to the Department in which the course is offered.</p> <p>4. Each instructor <del>should</del> keep a record <del>in the Class Record Book</del> of either the raw scores or numerical grades achieved by students in each test, examination, or other assignment that will count towards the final grade and of the percentage weight assigned to each. The details contained in <del>the Class Record Book</del> should enable the instructor (or the Department on the instructor's behalf) to reconstruct the student's final grade where the necessity arises, <del>as it may if the student applies to have a final examination reappraised, or if the student is reexamined or writes a deferred final examination.</del></p> <p><b>NOTE FROM THE UNIVERSITY SECRETARIAT:</b> The remark "I" (above) has the following meaning: (EXEC 13 JAN 2003)</p> <p>1—grade includes a mark of '0' for final examination missed, or for term work missed, or both.</p>	<p><i>Moved to Grading Procedure #6</i></p> <p>Each instructor <u>will</u> keep a record of either the raw scores or numerical grades achieved by students in each test, examination, or other assignment that will count towards the final grade and of the percentage weight assigned to each. The details contained in <u>this documentation</u> <u>must</u> enable the instructor (or the Department on the instructor's behalf) to reconstruct the student's final grade where the necessity arises.</p>
<p><b>52.5 Reappraisals</b></p> <p>The fee for reappraisal shall not be paid to the instructor conducting the reappraisal.</p>	<p><i>Fee payment processes for reappraisals are outlined in Calendar §22.2.8</i></p>
<p><b>52.6 Examination Schedule</b></p> <p>1. <del>The GFC regulation that the Faculty Council concerned shall be petitioned for permission to depart from the official Examination Schedule is interpreted to mean that such changes can be authorized by a Dean provided that the Faculty Council has delegated the responsibility to the Dean.</del></p> <p>2. <del>Department Chairs, after consultation with the Dean of the Faculty, may authorize the setting of separate final examinations for off-campus Credit Program classes when the regular final examinations are scheduled for days when the public schools are in session.</del></p>	<p><i>Moved to Calendar §23.5.3(2)</i></p> <p><i>Out of Date</i></p>
<p><b>52.7 Common (Consolidated) Final Examinations in Multi-Sectioned Courses</b></p> <p><b>52.7.1 General Regulations</b></p>	<p><i>Moved to Consolidated Final Examinations Procedure</i></p> <p><b><u>1. Common (Consolidated) Final Examinations in Multi-Sectioned Courses</u></b></p>

<p><del>1.</del> Approval of Consolidated Examinations</p> <p>Faculties will determine which courses best demonstrate the need for a consolidated final examination on a continuing basis. <del>Approval must be given by the GFC Executive Committee.</del></p> <p><del>2.</del> Time of Consolidated Examinations</p> <p>Consolidated <del>Final</del> Examinations will be scheduled as follows:</p> <p><del>a.</del> the day immediately following the official end of classes for the term will not be used to schedule consolidated final examinations;</p> <p><del>b.</del> other days, excluding Sundays and holidays, prior to the official start of final examinations may be used;</p> <p><del>c.</del> the Saturday during the official examination period if it is not used for normally scheduled examinations;</p> <p><del>d.</del> days after the official examination period providing they are prior to December 22<sup>nd</sup> in the Fall term and allow a minimum of 23 working days between the last day of Winter Term examinations and Spring convocation.</p> <p><del>3.</del> Coordination of Examinations</p> <p>The examinations are coordinated by the Faculty in which the courses are taught. Faculties and Departments are responsible for providing instructional and support staff on exam day. There is no guarantee that gymnasium seating will be available.</p> <p>4. The Examinations and Timetabling Division of the Registrar's Office will consult with Faculties regarding the dates and times of the consolidated examinations. Every attempt will be made to construct a conflict-free schedule. However, should a student have conflicting consolidated examinations scheduled, the Faculties involved will make an accommodation for the student. Courses for which consolidated examinations are given will be identified as such in the course listings and the times of writing presented on the web. (<a href="http://www.registrar.ualberta.ca">www.registrar.ualberta.ca</a>)</p> <p>The Office of the Registrar and Student Awards will keep a list of past and current consolidated examinations.</p>	<p><u>a.</u> Approval of consolidated examinations</p> <p>Faculties will determine which courses best demonstrate the need for a consolidated final examination on a continuing basis, <u>and request approval of the GFC Executive Committee. Approval must be obtained from the GFC Executive Committee prior to scheduling or conducting a consolidated final examination.</u></p> <p><u>b.</u> Time of consolidated examinations</p> <p>Consolidated <u>examinations</u> will be scheduled as follows:</p> <p><u>- The day immediately following the official end of classes for the term will not be used to schedule consolidated final examinations;</u></p> <p><u>- Other days, excluding Sundays and holidays, prior to the official start of final examinations may be used;</u></p> <p><u>- The Saturday during the official examination period may be used if it is not used for normally scheduled examinations;</u></p> <p><u>- Days after the official examination period may be used providing they are prior to December 23<sup>rd</sup> in the Fall Term and allow a minimum of 23 working days between the last day of Winter Term examinations and Spring convocation.</u></p> <p><u>c.</u> Coordination of examinations</p> <p>The examinations are coordinated by the Faculty in which the courses are taught. Faculties and departments are responsible for providing instructional and support staff on exam day. There is no guarantee that gymnasium seating will be available.</p> <p><u>d.</u> The Examinations and Timetabling division of the Registrar's Office will consult with Faculties regarding the dates and time of the consolidated examination. Every attempt will be made to construct a conflict-free schedule. However, should a student have conflicting consolidated examinations scheduled, the Faculties involved will make an accommodation for the student. Courses for which consolidated examinations are given will be identified as such in the course listings and the times of writing presented on the <u>website of the Registrar's Office</u> (<a href="http://www.registrar.ualberta.ca">www.registrar.ualberta.ca</a>).</p> <p><u>e.</u> The Office of the Registrar will keep a list of courses that have used, or currently use, consolidated examinations.</p>
<p><b>52.8 Past Evaluative Course Material (Examination Registry)</b></p>	<p><i>Moved to Access to Evaluative Course Material Procedure</i></p>

<p><b>Note from the University Governance:</b> At the February 15, 2007 meeting of the GFC Academic Standards Committee, changes to Section 52.8 (Past Evaluative Course Material) were approved. These changes will take effect September 1, 2008. Please contact University Governance for further information.</p> <p><b>52.8.1 Definitions</b></p> <p><b>Evaluative Course Material</b></p> <p>For the purposes of this policy, evaluative course material shall be considered to be any final examination paper, any mid-term examination paper and any other examination paper which counts towards a student's course grade.</p> <p><b>Final Examinations</b></p> <p>Any examinations held during the Final Examination Period in each term of all sessions as described in the University Calendar.</p> <p><del>Representative Evaluative Course Material</del> For the purposes of this policy, representative evaluative course material shall be sample examination papers or questions that give a fair representation of the length, nature and level of difficulty of an actual examination in the course.</p> <p><b>52.8.2 Rationale</b></p> <p>A policy of providing access to past or representative evaluative course material <del>shall be adopted in order to:</del></p> <ol style="list-style-type: none"> <li><del>1. ensure equal access to past evaluative material by all students; and,</del></li> <li><del>2. provide students with a useful study tool.</del></li> </ol> <p><b>52.8.3 Evaluative Material to be Provided</b> (See definition of evaluative material above.)</p> <p>Access must be provided to <u>any</u> evaluative course material, listed below, used in any undergraduate course during any University session, <del>with the exception of term paper or other paper topics:</del></p> <ol style="list-style-type: none"> <li><del>1. final examinations;</del></li> </ol>	<p><i>Not necessary; the term is defined in the course of the procedure.</i></p> <p><i>Moved to Access to Evaluative Course Material Procedure Purpose</i></p> <p><u>To define University-wide procedures with respect to access to past or representative evaluative material.</u></p> <p><i>Moved below.</i></p> <p><b><u>1. Evaluative Course Material</u></b></p> <p><u>a. The provision of student access to past or representative evaluative course material in undergraduate courses as outlined herein is intended to (a) ensure equal access to such material by all students and (b) provide students with a potentially useful aid to their studying.</u></p> <p>Access must be provided to past or evaluative course material, listed below, used in any undergraduate course during any University term:</p> <ol style="list-style-type: none"> <li><u>- Final examinations;</u></li> </ol>
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<p>2- <del>any</del> evaluative course material <del>which</del> accounts for 30% or greater of a student's course grade;</p> <p>3- <del>past</del> evaluative course material; that is made available by a Faculty, Department or professor to students directly or via students' associations;</p> <p>4- <del>past</del> evaluative course material that is permitted to leave the classroom;<del>or</del></p> <p>5- <del>representative</del> evaluative course material where actual examinations are not provided.</p> <p><b>52.8.4 Access Requirements</b>  Evaluative material <del>shall</del> be made available in at least one of the following ways:</p> <p>1- By submission to the Students' Union Exam Registry by a representative of a teaching unit, such as a Department or, in the case of non-departmentalized Faculties, the Faculty.</p> <p>2- By electronic publication on a website maintained by an instructor, a Department or a Faculty where every student registered in a course will have equal access to the material.</p> <p><b>52.8.5 Exemptions</b>  Particular courses or entire departments can be exempted from this policy at the discretion of each Faculty Council, provided that the Faculty has a policy <del>which</del> ensures that the evaluative material to be exempted is not permitted to leave the classroom nor made available to students in any manner outside the classroom.</p> <p>Faculty Council shall refer these exemptions, together with the minutes of that meeting, <del>back to the Director of the Students' Union Registries</del> for information.</p> <p>Where a Faculty Council has approved the withholding of evaluative material, it is encouraged to provide access to representative evaluative course material <del>as provided in s.52.8.4.</del></p> <p><b>52.8.6 Other Provisions</b>  <del>No keys, or answers to evaluative material, shall be submitted to the Students' Union Exam Registry, or published in any electronic format unless the instructor has made these keys or answers available to students. In that case the keys or answers shall be submitted to the Registry or published electronically along with the exam</del></p>	<p>- <u>Evaluative course material that</u> accounts for 30% or greater of a student's course grade;</p> <p>- <u>Past</u> evaluative course material that is made available by <u>the</u> Faculty, <u>department</u> or professor to students directly or via students' associations;</p> <p>- <u>Past</u> evaluative course material that is permitted to leave the classroom;</p> <p>- <u>Representative</u> evaluative course material where actual examinations are not provided.</p> <p><b>b. Access requirements</b>  Evaluative material <u>will</u> be made available in at least one of the following ways:</p> <p>- By submission to the Students' Union Exam Registry by a representative of <u>the</u> teaching unit, such as a <u>department</u> or, in the case of non-departmentalized Faculties, the Faculty.</p> <p>- By electronic publication on a website maintained by an instructor, a <u>department</u> or a Faculty where every student registered in a course will have equal access to the material.</p> <p><u>-Answer keys are not required to be made available. No keys or answers to evaluative material will be made available unless the instructor has made these keys or answers available to students.</u></p> <p><u>-Evaluative course material submitted by students or student associations must be approved by the Faculty, Department or instructor.</u></p> <p><u>-For the purposes of administering the Exam Registry, the Registrar's Office shall provide a list of all course changes to the Students' Union Exam Registry.</u></p> <p><b>c. Exemptions</b>  Particular courses or entire departments can be exempted from this policy at the discretion of each Faculty Council, provided that the Faculty has a policy <u>that</u> ensures that the evaluative material to be exempted is not permitted to leave the classroom nor made available to students in any manner outside the classroom.</p> <p>Faculty Councils shall refer these exemptions, together with the minutes of that meeting, to the <u>Students' Union</u> for information.</p> <p>Where a Faculty Council has approved the withholding of evaluative material, it is encouraged to provide access to representative course material, where possible.</p> <p><i>Moved to b. above.</i></p>
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<p><del>they belong to according to the procedures described above.</del></p> <p><del>The Students' Union Exam Registry shall receive a list of all course changes from the Registrar's Office.</del></p> <p><del>The Students' Union Exam Registry shall only accept evaluative course material from students or students' associations, if access to the evaluative course material has been approved by the Faculty, Department or instructor.</del></p> <p><del>The Students' Union Exam Registry shall be operated on a non-profit basis. In order to ensure that the exams provided by the Students' Union Exam Registry are representative of current exams, the Students' Union Exam Registry shall implement a policy of purging all but the three most recent exams of each type for each particular course and instructor from its files on an annual basis.</del></p> <p><del>This policy shall be reviewed by APC three years after its implementation and amended as deemed appropriate.</del></p>	<p><i>Moved to b. above.</i></p> <p><i>Moved to b. above.</i></p> <p><i>Deleted as policy for the SU, not the University. The Students' Union will consider its own bylaws in this area.</i></p>
<p><b>52.9 Location</b></p> <p><del>Examinations shall be conducted only in centers within the Province of Alberta except with the permission of the Registrar.</del></p>	<p><i>Statement no longer accurate.</i></p>

**GFC Policy Manual §61 Grading System  
Tracked Changes  
April 20, 2011**

Current Content	Proposed Changes
<p><b>61. Grading System</b></p> <p><del><b>Note from the University Secretariat:</b></del> The <i>Post-Secondary Learning Act</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). <del>GFC has thus established the Grading System, as set out below.</del></p> <p><del>The complete wording of the section(s) of the <i>Post-Secondary Learning Act</i>, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.</del></p> <p><b>NOTE FROM THE UNIVERSITY SECRETARIAT:</b> GFC regulations concerning the grading system are contained in the Calendar with the exception of the following regulations. In accord with a motion passed by the GFC Executive Committee on November 9, 1992, the academic regulations contained in the Calendar may not be changed without GFC approval.</p>	<p><b>Grading Procedure</b></p> <p><i>Overview of new Assessment Policy</i></p> <p>The <i>Post-Secondary Learning Act</i> of Alberta (<i>PSLA</i>) gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). <u>The <i>PSLA</i> also gives GFC responsibility, subject to the authority of the Board of Governors, over "timetables for examinations and for lectures and other instruction" (section 26(1)(d)) and to "consider and make decisions on the reports of faculty councils as to the appointment of examiners and the conduct and results of examinations in the faculties" (section 26(1)(e)). The <i>PSLA</i> gives faculty councils the authority to "appoint the examiners for examinations in the faculty, conduct the examinations and determine the results for them," "... subject to any conditions or restrictions that are imposed by GFC" (section 29(1)).</u></p>
<p><b>61.1 The Four-Point Letter Grading System (Also See Pass/Fail, 61.2)</b></p> <p><b>Purpose of the System</b></p> <p>During the 1965-66 Session, the General Faculties Council agreed that in September, 1966, a nine point grading system would be introduced. The main purpose of the new system was to achieve a more uniform distribution of marks than had existed in the past between different courses and between different sections of the same course, so that there would be a reasonable degree of comparability between the marks in the courses. A number of changes to the grading system have been made since 1966. For instance, the grade of 3, which until 1986 will be a conditional grade falling between a pass and a failure, will be a failing grade beginning September 1986. GFC policy in effect from 1966-1985 covering the grade of 3 as a conditional grade may be obtained from the Secretary to GFC.</p> <p>At its meeting on March 15, 1999, General Faculties Council approved the following motion: THAT General Faculties Council approve a proposal from the CAAST [Committee on Admissions, Academic Standing and Transfer] Subcommittee on Standards (SOS) for revised comments for the University of Alberta Grading system, described in Section 61.1 (The Nine Point Grading System), Subsection A (Grading System Outline for</p>	<p><i>Historical</i></p>



Undergraduate Students) and Subsection B (Grading System for Graduate Students), of the GFC Policy Manual, as set out in the right hand column of the attached comparative table, with the changes to take effect immediately.—

At its meeting of March 19, 2001, General Faculties Council approved the proposed 4.0/alpha grading scale with the inclusion of an F(4) to designate reexamination privileges, for implementation at the University of Alberta on September 1, 2003.

The changes have been made as shown below:

**A. Course Grades Obtained by Undergraduate Students:**

*The University of Alberta Grading system is found in the University Calendar §23.4(4).*

<b>A. Course Grades Obtained by Undergraduate Students:</b>		
<b>Descriptor</b>	<b>Letter Grade</b>	<b>Grade Point Value</b>
Excellent	A+	4.0
	A	4.0
	A-	3.7
	-	
Good	B+	3.3
	B	3.0
	B-	2.7
	-	
Satisfactory	C+	2.3
	C	2.0
	C-	1.7
	-	
Poor Minimal Pass	D+	1.3
	D	1.0
	-	
Failure	For F(4)*	0.0

\*Note: F(4) denotes eligibility of a student to apply for a re-examination in a course.

<b>B. Course Grades Obtained by Graduate Students:</b>		
<b>Descriptor</b>	<b>Letter Grade</b>	<b>Grade Point Value</b>
Excellent	A+	4.0
	A	4.0
	A-	3.7
	-	
Good	B+	3.3
	B	3.0
	-	
Satisfactory	B-	2.7
	C+	2.3
	-	
	C	2.0

<b>B. — Course Grades Obtained by Graduate Students:</b>		
<b>Descriptor</b>	<b>Letter Grade</b>	<b>Grade Point Value</b>
	<del>C</del>	1.7
	<del>D+</del>	1.3
	<del>D</del>	1.0
	<del>F</del>	0.0
	<del>-</del>	
-	-	-

**C. In addition to the grades described above, the University of Alberta currently records the following grades and remarks:**

**Final Grades**

AE aegrotat standing

AU registered as an auditor

AW registered as an auditor and withdrew

CR completed requirements, no grade point value assigned

EX exempt

NC failure, no grade point value assigned

IN incomplete

IP course in progress

IP\* withdrew from or failed course in progress

W withdrew with permission

**Remarks**

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1 grade includes a mark of 'O' for final examination missed, or for term work missed, or both

2 grade includes a mark of 'O' for final examination missed, or for term work missed, or both, and deferred final examination granted

3 credit withheld

4 reexamination granted

5 failure (assigned to failing Graduate Student grades)

6 failure, grade includes a mark of 'O' for final examination missed, or for term work missed, or both (assigned to failing Graduate Student grades only)

7 failure, grade includes a mark of 'O' for final examination missed, or for term work missed, or both, and deferred final examination granted (assigned to failing Graduate Student grades only)

8 Disciplinary sanction for serious instances of Inappropriate Academic Behavior

9 failure, disciplinary sanction for serious instances of inappropriate academic behavior (assigned in the same circumstances as the remark of 8 but to failing Graduate Student grades only)

**61.2 Pass/Fail and Credit/No Credit Courses**

Courses may be graded on a pass/fail or credit/no credit basis upon specific approval of the appropriate Faculty Council.

*Move to Calendar §23.4(6)*

<p><del>Grade Point Averages for Promotion and Graduation—see Section 7.</del></p> <p><del>Grades in Prerequisite and Corequisite Courses—see Section 37.</del></p> <p><del>GFC approval of 1982-83 Calendar—see Section 25.</del></p>	
<p><b>61.3 University of Alberta Marking and Grading Guidelines</b></p> <p><b>General Principles</b>  <del>Both the insight provided by marking and the grades awarded are very important to students. Therefore, not only must grading provide a fair and accurate representation of performance, but it must also be understood to do so by the students receiving the grades. Grading systems should be made clear and marking should provide sufficient insight into the strengths and weaknesses of individual pieces of work to ensure that students understand the appropriateness of grades assigned. Students should feel that the instructor cares enough about them to be thorough and accurate in marking and recording at every stage of the evaluation process and that the instructor will be approachable if they have reason to believe that an error has been made. Consistency in evaluation across sections of the same course and from year to year should be maintained. Marks and grades must be treated with care and confidentiality. Posting of grades must be done by student ID rather than by name. Grades should not be posted in hardcopy format for classes with 25 or fewer students.</del></p> <p><b>Weighting of Term Work and Final Examinations</b>  <del>In each course in which a final examination is held, a weight of not less than 30 per cent and not more than 70 per cent will be assigned to the final examination, except where a departure from this arrangement has been authorized by the council of the faculty in which the department offering the course is situated. The remaining weight for the course will be assigned to term work.</del></p> <p><b>Course Requirements, Evaluation Procedures and Grading Parts are presented in the University Calendar (23.4).</b>  <del>The policies set out below are intended to provide instructors and their students with general course information. GFC, in approving these guidelines, expected that there would be a common sense approach to their application and understood that circumstances might develop, during a term, where a change to the course outline as set out in Section 61.6(a) of the GFC Policy Manual, made sense to all concerned. Such</del></p>	<p><i>Replaced with the principles included in the Assessment Policy.</i></p> <p><i>Duplicate of Calendar §23.4(1)</i></p> <p><i>Duplicate of Calendar §23.4(2)</i></p>

<p><del>changes shall only occur with fair warning or general class content.</del></p> <p><del>Students concerned about the application of these guidelines should consult, in turn, the instructor, the chair of the department by which the course is offered, and the dean of the faculty in which the course is offered.</del></p> <p><del>a. At the beginning of each course, instructors are required by GFC to provide a course outline which must include the following:</del></p> <ul style="list-style-type: none"> <li><del>i. a statement of the course objectives and general content.</del></li> <li><del>ii. a list of the required textbooks and other major course materials.</del></li> <li><del>iii. a list of any other course fees as described in the 'Student Instructional Support Fees Policy' and their associated costs. (EXEC 04 DEC 2006)</del></li> <li><del>iv. an indication of how and when students have access to the instructor.</del></li> <li><del>v. the distribution of weight between term work and final examination.</del></li> <li><del>vi. identification of all course activities worth 10% or more of the overall course mark.</del></li> <li><del>vii. whether marks are given for class participation and other in-class activities as well as the weight of such participation.</del></li> <li><del>viii. dates of any examination and course assignments with a weight of 10% or more of the overall course mark.</del></li> <li><del>ix. the manner in which the official University grading system is to be implemented in that particular course or section, i.e., whether a particular distribution is to be used to determine grades, or whether there are absolute measures or marks which will determine them, or whether a combination of the two will be used. Instructors should refer to the University of Alberta Marking and Grading Guidelines.</del></li> <li><del>x. an indication of how students will be given access to past or representative evaluative course material.</del></li> </ul> <p><del>b. Every course outline should contain the following statement: "Policy about course outlines can be found in Section 23.4(2) of the University Calendar."</del></p> <p><del>c. Every course outline should contain the following statement:</del></p>	<p><i>Note: It appears as though the remainder of this section as been tacked on to the end of the current §61 of the GFC Policy Manual, in error?</i></p>
<p><b>The University of Alberta Grading System</b></p> <p>The University of Alberta uses a letter grading system</p>	<p><i>Duplicate of Calendar § 23.4(4)</i></p>

with a four point scale of numerical equivalents for calculating grade point averages.

Grades reflect judgements of student achievement made by instructors. These judgements are based on a combination of absolute achievement and relative performance in a class. Some instructors assign grades as intervals during the course and others assign marks (eg percentages) throughout the term and then assign a letter grade at the end. Instructors must adapt their approaches to reflect the letter grading system. Grade distribution should reflect those shown in this document.

Grading in Undergraduate Courses		
Descriptor	Letter Grade	Grade Point Value
Excellent	A+	4.0
	A	4.0
	A-	3.7
	-	-
Good	B+	3.3
	B	3.0
	B-	2.7
	-	-
Satisfactory	C+	2.3
	C	2.0
	C-	1.7
	-	-
Poor Minimal Pass	D+	1.3
	D	1.0
	-	-
Failure	F[or F(4)]*	0.0
	-	-
	-	-
-	-	-

*Duplicate of Calendar § 23.4(4)*

**\*NOTE:** F(4) denotes eligibility of a student to apply for a reexamination in a course.

*Duplicate from Calendar §23.4(4)*

Grading in Graduate Courses		
Descriptor	Letter Grade	Grade Point Value
Excellent	A+	4.0
	A	4.0
	A-	3.7
	-	-
Good	B+	3.3
	B	3.0
	-	-
Satisfactory	B-	2.7
	C+	2.3
	-	-
Failure	C	2.0
	C-	1.7

Grading in Graduate Courses		
Descriptor	Letter Grade	Grade Point Value
	D+	1.3
	D	1.0
	F	0.0
	-	-
	-	-

<p><b>Illustrative Sample Distribution of Grades</b></p> <p>These distributions are provided for guidance in your grading. It is not necessary for the grades in a particular class to follow any of the distributions exactly; rather, approximating the distribution for an appropriate level will ensure consistency in grading across fields of study and time.</p>	<p><i>Distribution samples to be revised and moved to Appendix to Grading Procedure.</i></p> <p><i>This section reworded as introduction to Appendix.</i></p>
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Distribution of Grades in Undergraduate Courses (shown in percentages)				
Letter Grade	1st year Courses	2nd year Courses	3rd year Courses	4th year Courses
A+	4	5	6	8
A	7	7	9	12
A-	10	12	14	17
B+	11	15	16	16
B	15	16	18	16
B-	14	14	14	12
C+	11	11	9	7
C	9	8	6	5
C-	6	5	4	3
D+	4	3	2	2
D	3	2	1	1
F	6	2	1	1
Mean	2.62	2.83	3.00	3.11
Median	B-	B	B	B+

<p><b>Note:</b> The above noted (revised) grade distribution in undergraduate courses was approved by the GFC Executive Committee, acting under GFC's delegated authority, at its March 1, 2004 meeting. This scale, which appears in Section 61.6 (University of Alberta Marking and Grading Guidelines) of the GFC Policy Manual, is effective beginning Winter Term (WT) 2004.</p>	<p><i>Historical</i></p>
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Distribution of Grades in Graduate Courses (shown in percentages)		
Letter Grade	500 level	600 level
A+	10	15
A	14	15
A-	16	15

Distribution of Grades in Graduate Courses (shown in percentages)		
Letter Grade	500 level	600 level
B+	17	17
B	16	16
B-	14	10
C+	8	7
C	2	2
C-	1	1
D+	0	0
D	1	1
F	1	1
Mean	3.2	3.3
Median	B+	B+

Course Abbreviation:		Course Number:	
Instructor:		Number of Students in Class:	
Grade (G)	Number of Students (N)	% of Total	
A+			
A, A-			
B+, B			
B-, C+			
C, C-			
D+, D			
F			
Total			
Class Median			

<p><b>Procedures for Registering Complaints About Marking, Grading and Related Issues</b></p> <p>a. Where the above guidelines have not been followed or where students have concerns about the instructor's teaching, the student should make the concern known to the appropriate individual in the following sequence: _____</p> <p>1) Instructor</p> <p>2) Chair of the department in which the course is taught</p> <p>3) Dean of the faculty in which the course is taught (some faculties have delegated this authority to departments)</p> <p>b. A student needing advice on these matters should see</p>	<p><i>Duplicate of Calendar §23.4(3)</i></p>
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<p>the student advisors in the Office of the Dean of Students.</p> <p>c. These procedures do not constitute a mechanism for appeals and grievances regarding the academic standing or individual grades of a student. Appeals and grievances of that nature are dealt with in §23.8 of the Calendar.</p>	
<p><b>Cheating and Plagiarism</b></p> <p>The University of Alberta considers plagiarism and cheating to be serious academic offences. Plagiarism and cheating can be avoided if students are told what plagiarism and cheating are and if possible sanctions are made clear at the outset. Instructors should understand that the principles embodied in the Code of Student Behaviour are essential to our academic purpose. For this reason, instructors will be fully supported by departments, faculties and the University in their endeavours to rightfully discover and pursue cases of academic dishonesty in accordance with the Code.</p> <p>At the beginning of each term, instructors should review with their students the definitions of plagiarism and cheating which appear in the Code of Student Behaviour (Section 30.3.2). A sheet summarizing the appropriate sections of the Code is made available to all instructors at the beginning of each term.</p> <p>Instructors are also requested to inform students that when cheating and/or plagiarism occurs, a number of penalties can be imposed, such as lowering a grade or expulsion from the University (outlined in Section 30.4.2 of the Code).</p>	<p><i>Moved to 23.4(2)d.</i></p>
<p><b>University of Alberta Grade Summary Sheet</b>  <b>GFC policy requires that instructors complete and submit to the department chair with the final grades for each course section the grade summary sheet.</b></p> <p>“The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at <a href="http://www.ualberta.ca/secretariat/appeals.htm">www.ualberta.ca/secretariat/appeals.htm</a>) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.”</p> <p>d. Nothing in any course outline, syllabus or course web-site may override or contravene any Calendar regulation</p>	<p><i>This bolded section should be the introduction to the grade summary sheet example, above.</i></p> <p><i>Duplicate of Calendar§23.4(2) (This is the remainder of §61.3 (above))</i></p>



<p>or GFC policy. In resolving any discrepancy, GFC policy and Calendar regulations will take precedence.</p> <p>-</p> <p>e. Instructors may indicate in the course outline the date, time and place on which the deferred examination for the course will occur, should one be required. See §23.5.6,</p> <p>-</p> <p>f. Instructors should discuss with the class their expectations with respect to academic honesty issues and outline both permitted and prohibited behaviour.</p> <p>-</p> <p>g. Instructors must follow copyright regulations as established by the University from time to time in the duplication of course material.</p> <p>-</p> <p>h. Instructors should allow students a reasonable time in which to complete an assignment, bearing in mind its weight.</p> <p>-</p> <p>i. Instructors should mark and return to students with reasonable dispatch all term examinations and, provided the students submit them by the due date, all course projects, assignments, essays, etc.</p> <p>-</p> <p>j. All projects, assignments, essays, etc. should be returned on or by the last day of classes in the course, with the exception of a final major assignment (which may be due on the last day of classes), which should be returned by the date of the scheduled final examination or, in non-examination courses, by the last day of the examination period.</p> <p>-</p> <p>k. Upon request, instructors are required to provide the method which was used to translate final and, where appropriate, term marks into grades.</p>	
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