UNIVERSITY OF ALBERTA
OFFICE OF THE REGISTRAR

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Class Record Book

Fall 2018 • Winter 2019 • Spring/Summer 2019

Amendments to the Class Record Book may occur throughout the year. For the most current and complete information, please refer to the following sources:

- **University Calendar (uab.ca/calendar)**
  - **University Regulations and Information for Students**
  - **Academic Regulations**
  - **Registration and Fees**
- **UAPPOL (policiesonline.ualberta.ca)**

Term _____ _____
(Fall, Winter, Spring, Summer) Year

Course _____
Name Number Section

Instructor _____

Notice to Instructors

Please take a few moments of class time to check the students attending in your class against the official Class List. Direct any students who do not appear on the official Class List to Bear Tracks **(uab.ca/beartracks)** to review and print their course registrations, as changes may have been processed since your list was printed. Students who are not registered in your course section must go to your Department office and their Faculty office for permission to add the course or change the section. Do not add a student's name to your Class List unless the student presents an up-to-date Class Timetable from Bear Tracks with your course section printed on it. Revised Class Lists are available from your Department administrator or on Bear Tracks. Use the Class List to record students' marks and final grades. At the end of the term, submit final grades and any supporting documentation to the appropriate Department, where it must be retained for at least one year.

Official Class Lists for the following terms will be available for printing after the add/drop deadline:

Fall Term 2018:	September 17, 2018
Winter Term 2019:	January 18, 2019
Spring Term 2019:	May 9, 2019
Summer Term 2019:	July 11, 2019

Student Withdrawals: Students must withdraw from courses using the proper administrative procedures and adhere to the deadlines in the Academic Schedule in the University Calendar in order to be eligible for refunds or withdrawals without academic penalty. For more details, see the Refunds and Withdrawals section of the Calendar, under Registration and Fees.

As stated in the Grading Procedure (6), Records Retention in UAPPOL, "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."

S080/0810/13M

GRADES

The Letter Grading System

The University of Alberta uses a letter grading system with a four-point scale of numerical equivalents for calculating grade point averages (refer UAPPOL > Assessment and Grading > Grading Procedure, May 28, 2012). For a complete description of the Evaluation Procedure and Grading System, see the Academic Regulations section of the University Calendar.

Plagiarism, Cheating, Misrepresentation of Facts, and Participation in an Offence

The University of Alberta considers plagiarism, cheating, misrepresentation of facts, and participation in an offence to be serious academic offences. These offences can be avoided if students are told what these offences are and if possible sanctions are made clear at the outset. Instructors should understand that the principles embodied in the *Code of Student Behaviour* (**governance.ualberta.ca**) 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. 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. 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). We are now also asking you to review with your students the definition of Misrepresentation of Facts and Participation in an Offence. The *Don't Cheatsheet* provides definitions of the offences noted and outlines procedures for instructors when there is reason to believe that a student has plagiarized, cheated, misrepresented facts, or participated in an offence The *Don't Cheatsheet* is available on the University Governance website at **governance.ualberta.ca**.

Assigning Grades

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. 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. For more details, see the Academic Regulations section of the University Calendar.

Grades of Incomplete

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 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. For more details, see the Academic Regulations section of the University Calendar.

Official Grades

Student grades are unofficial until they have been approved by the appropriate Faculty Council and delegate 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 (**uab.ca/beartracks**) following the approval of grades. For more details, see the Academic Regulations section of the University Calendar.

Assignment of Final Grades and Remarks

A. Final Grades

UNDERGRADUATE STUDENT GRADING SCALE		
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	D+	1.3
Minimal Pass	D	1.0
Failure	F	0.0

GRADUATE STUDENT GRADING SCALE		
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
	D+	1.3
	D	1.0
	F	0.0

B. Assignment of Remarks on the Grade Roster

When assigning grades and remarks, it is important to note that not all remarks listed in the University Calendar can be assigned on the Grade Roster.

The following is a list of remarks that can be assigned on the Grade Roster:

Undergraduate Student Remarks

1 Grade includes a mark of '0' for final examination missed, or for term work missed, or both

8 Disciplinary sanction for serious instances of inappropriate academic behaviour
Note: this remark can **only** be assigned by the Dean of the Faculty in which the offence occurred

Graduate Student Remarks

1 Grade includes a mark of '0' for final examination missed, or for term work missed, or both (assigned to Graduate student grades of C+ or above or to a grade of F).

5 Failure (assigned to failing Graduate Student grades only)
Note: this remark is assigned to all Graduate Student grades of 'C' and below, with the exception of the grade of 'F'. If this remark does not appear on an approved and posted grade for a Graduate Student grade of 'C' and below, the Registrar's Office will ensure the remark is assigned.

6 Failure, grade includes a mark of '0' for final examination missed, or for term work missed, or both
Note: this remark may be assigned to failing Graduate Student grades of 'C' or below, with the exception of the grade of 'F'

8 Disciplinary sanction for serious instances of inappropriate academic behaviour
Note: this remark can **only** be assigned by the Dean of the Faculty in which the offence occurred

9 Failure, disciplinary sanction for serious instances of inappropriate academic behaviour (assigned in the same circumstance as the remark of 8 but to failing Graduate Student grades only)
Note: this remark can **only** be assigned by the Dean of the Faculty in which the offence occurred

C. Term Summary or Mark

UA Unexcused absence from term examination; mark for test should be '0'

EA Excused absence from term examination; percentage weight for test transferred to final examination

D. Other Final Grades

In addition to the grades described above the University also uses the following grades:

AE Aegrotat standing *(see Note 1)*

AU Auditor

AW Registered as an auditor and withdrew *(see Note 1)*

CR Completed requirements, no grade point value assigned *(see Note 2)*

EX Exempt *(see Note 1)*

IN Incomplete

IP Course in progress

IP* Withdrew from or failed course in progress

NC Failure, no grade point value assigned *(see Note 2)*

W Withdrew with permission *(see Note 1)*

Notes:

(1) Assignment requires the permission of the student's Faculty.

(2) Courses may be graded on a pass / fail or credit / no credit basis upon specific approval of the appropriate Faculty Council. Once this approval has been given, all sections of the course should be graded in this manner and all students within a section should be graded in this manner. For more details, see the Academic Regulations section of the University Calendar.

Weighting of Term Work and Final Examinations

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. For more details, see the Academic Regulations section of the University Calendar.

Absence from Exams

The following are relevant excerpts of University policy regarding absence from exams. For complete details of these policies, refer to the Academic Regulations section of the University Calendar.

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.

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.

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.

(1) Absence from Term Work or Term Examinations

Approval for an excused absence from term work (e.g., classes, labs, assignments, quizzes, term papers, reports, or term examinations) or term exams is at the discretion of the instructor.

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.

a. Where the cause is incapacitating illness:
   i. a medical note cannot be required.
   ii. if a student chooses to provide a medical note, the University of Alberta Medical Statement Form may be downloaded from the Online Services section of **registrarsoffice.ualberta.ca**
   iii. Instructors may request other adequate documentation at their discretion such as a form from the student's Faculty or a statutory declaration.

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.

   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.

   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.

(2) Absence from Final Exams: 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.

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.

a. Where the cause is incapacitating illness:
   i. a medical note cannot be required.
   ii. if a student chooses to provide a medical note, the University of Alberta Medical Statement Form may be downloaded from the Online Services section of **registrarsoffice.ualberta.ca**
   iii. Faculties may request other adequate documentation such as a Faculty specific form or a statutory declaration.

b. In other cases, including domestic affliction or religious conviction, adequate documentation must be provided to substantiate the reason for an absence.

c. A deferred exam will not be approved if a student
   i. has not been in regular attendance where attendance and/or participation are required, and/or,
   ii. excluding the final exam, has completed less than half of the assigned work.

d. Students with two or more deferred exams outstanding from a previous term may be required to reduce the number of courses in which they are registered.

e. The student must seek the approval of the dean or designate of the student's Faculty on the application for a deferred final exam, If approved, students should refer to the Academic Regulations section of the University Calendar for details on writing deferred exams;

f. In the case of an approved application for deferred final exam, the student's Faculty will inform the Department responsible for the course of the approved deferred exam. The Department will then notify the instructor.

Deferred Final Exams

The following information is for students who have received approval for deferred final examination(s) in accordance with the Academic Regulations section of the University Calendar.

(1) Fall / Winter Deferred Final Exams: Within the timelines described below, the time and place of the deferred final exam will be determined by the instructor. Instructors are encouraged to include the date, time, and place of a deferred exam in the course outline should one be required.

a. Fall Term Deferred Final Exams: Fall Term deferred final exams must be held by the end of Reading Week in accordance with the following provisions:
   i. If the date and time of the deferred exam are included in the course outline given to students, the exam may be scheduled at any time prior to the end of Reading Week.
   ii. Otherwise, mutually agreeable arrangements must be made with all students eligible for the deferred exam if it is to be held prior to January 19.
   iii. In the absence of either of the above two arrangements the instructor will submit the time and place of the exam to the department office as early as possible and no later than January 12. It is important that students come to the department to obtain this information on January 15 or as soon as possible thereafter. The exam must be scheduled between January 19 and the end of Reading Week.

b. Winter Term and Fall / Winter Deferred Final Exams: Winter Term and Fall / Winter deferred final exams must be held by June 30 in accordance with the following provisions:
   i. If the date and time of the deferred exam are included in the course outline given to students, the exam may be scheduled at any time prior to June 29.
   ii. Otherwise, mutually agreeable arrangements must be made with all students eligible for deferred exam if it is to be held prior to May 18.
   iii. In the absence of either of the above two arrangements, the instructor will submit the time and place of the exam to the department office as early as possible and no later than May 8 (exception: students in the MD program should consult the undergraduate office for information on deadlines). It is important that students come to the department to obtain this information May 15 or as soon as possible thereafter. The exam must be scheduled between May 20 and June 30.

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Students who have not been previously informed must check with the department office on the specified date to obtain the time and place of the deferred final exam.

(2) Spring / Summer Deferred Final Exams: The time and place of the deferred final exam will be determined by the instructor who will make this information available to all students in the course.

The exam must be held within two weeks of the date of the final examination missed and not later than August 31. In the case of 13-week classes in Engineering programs, the exam must be scheduled by September 14 and held prior to October 21.

(3) Exams Scheduled at the Same Time: If a student discovers that he or she has two (or more) deferred exams scheduled at the same time, the student shall inform both instructors as quickly as possible and at least five days before the exam date. The instructors will consult with one another and make appropriate arrangements for the student.

(4) Fall / Winter Deferred Exams Not Written: Students who have applied for a deferred final exam in accordance with the University Calendar, but who have, for justifiable cause, not written the deferred exam on the scheduled date must reapply for a second and final opportunity to write the deferred exam. Application deadlines are noted below. Students must apply at their Faculty Undergraduate (Graduate) Office. The department will determine the date, time, and place of the second deferred final exam and will notify the student. The date scheduled must be no later than the end of July. Once set, the date for a second deferral is final and applications for further deferrals will not be considered or accepted.

Absence from Deferred Exam Without Justifiable Cause: When a student is absent from a deferred final exam without acceptable reason, a final grade will be computed using a raw score of zero for the final exam.

Deadline for Application: The application and the documentation pertaining to the absence must be presented to the Faculty within two working days following the scheduled date of the deferred exam missed or as soon as the student is able, having regard to the circumstances underlying the absence.

If the student receiving the privilege of writing a deferred exam does not write the exam by the scheduled deferred exam date, the privilege will be withdrawn and a final grade in the course will be recorded by the Office of the Registrar according to the grade/remark combination achieved by the student before the deferred final exam was granted. Prior to finalizing the student's grade, the Office of the Registrar will give 30 days written notice to the student's Faculty.

Debarment from Final Exams

Where a final examination has been scheduled, students registered in the course may not be barred from writing that final examination. For more details see the Academic Regulations section of the University Calendar.

Reexaminations

Undergraduate students who have written and submitted a final examination may be considered for a reexamination, provided certain conditions are met. For more details see the Academic Regulations section of the University Calendar.

INSTRUCTIONS FOR SUBMISSION OF GRADES

Instructions on submitting grades electronically can be found at Administrative Information Systems' website:

ist.ualberta.ca/services/enterprise-applications/enterprise-solutions

PeopleSoft Training > eGrading

The Grade Roster is made available to instructors through Bear Tracks. Students' final grades are entered by upload of electronic file or online as specified in the instructions.

Ensure that all students listed on the Grade Roster are assigned final grades and remarks. If they have not attended the course section, and a review of university records indicates that the student has not withdrawn from the course section, a grade of 'F1' or 'NC' should be assigned.

If a student has failed to complete a significant portion of term work, or has not written the final examination, calculate a final grade using '0' as the raw score for the missed term work or examination. For undergraduate students, enter the final grade in the 'Roster Grade' field by selecting the grade accompanied by a remark of '1' from the drop down menu. For graduate students, select the grade accompanied by a remark of '1' if the student has passed the course, or a remark of '6' if the student has failed the course (with an assigned grade of 'C', 'C-', 'D+' or 'D'). For a grade of 'F' assign a remark of '1'.

Departments are required to submit and approve grades within five working days of the final exam; or, for courses with no final exam, within five working days of the due date of the final assignment. For courses with consolidated examinations, Departments shall approve grades within ten working days of the final exam. For the Faculty of Law, grades should be submitted and approved no later than the third day of classes in the Winter Term for Fall Term courses, or May 31 for Winter Term or Fall / Winter courses. For the Faculty of Medicine and Dentistry's DDS, Dental Hygiene and MD programs, grades will be released within ten working days of the end of the exam period for the program.

Unofficial final grades are available to students after the grades have been approved and posted. Grades for courses that are completed in the first half of the term are available mid-term. Students should go to **uab.ca/beartracks** to obtain their grades.

Departments may make grades available in alternate formats provided that the confidentiality of students' records is preserved in accordance with the Freedom of Information and Protection of Privacy Act. This precludes incorporating names or information such as faculty, degree, or year of program if the identity of the student can be deduced from this information. Because it is very difficult to protect student confidentiality in small classes, Departments should refrain from alternate formats for courses in which less than 25 students are registered. For more details, see the Academic Regulations section of the University Calendar.