

PROCEDURES FOR STUDENT MARKS SUBMISSION

It is the responsibility of the course instructor to complete a mark sheet for each course in accordance with the method of determining final grades outlined at the start of the course. Marks submitted should be according to the grading scheme approved by the University and to department and faculty policies and standards.

Mark sheets are forwarded by the course instructor to the Chair/Director of the academic unit.

The Chair/Director's signature indicates the marks are consistent with the above policies. If the Chair/Director does not believe this to be the case, he/she should discuss the matter with the course instructor. If the issue is not resolved, the Chair/Director should so indicate at the bottom of the mark sheet.

Incomplete marks shall go to the Dean's Office, then to the Registrars's Office.

Mark sheets signed by the Chair/Director should be forwarded to the Office of the Registrar for processing with a copy to the Office of the Dean for information. Unsigned marks sheets should be forwarded to the Dean's Office.

The Dean will attempt to resolve the disagreement between the Chair/Director and the course instructor.

In the event that the Dean is unable to resolve the issue, then a five person committee consisting of the Registrar (non-voting), the appropriate Vice-President Academic, another Dean and two full-time faculty members, not from the Academic Unit involved, will arbitrate the matter. The result of this arbitration will be binding.

Approved by Senate: February 8, 2001