


<b>Policy #</b>	AC 112
<b>Approved by:</b>	<i>Gina Antonacci</i>
<b>Approval Date:</b>	<i>October 15, 2021</i>
<b>Policy Holder Signature:</b>	
<b>Policy Holder:</b>	Senior Vice President, Academic
<b>Administrative Contact:</b>	Associate Vice President, Academic
<b>Replaces Policy Dated:</b>	April 22, 2013
<b>Review Date:</b>	October 15, 2026

## **Midterm and Final Grade Submission Policy**

### **Purpose/Rationale:**

The Humber College Institute of Technology & Advanced Learning (hereafter referred to as “Humber” or “the College”) requires student grades to be submitted in a timely manner to support student success through the process of confirming academic standing, program progression and graduation.

**This document is available in alternate format on request.**

### **Scope:**

This policy applies to all Humber full and part-time academic staff responsible for contributing to and determining course grades.

### **Definitions:**

*Academic Staff*: Full and part-time professors, instructors, technicians, technologists, advisors or any other staff who are responsible for providing input to students’ midterm and final grades.

*Grade release dates*: Date by which grades will be available for students to review.

*Mid-term*: a period in the middle of the term/semester.

*SAT*: A grade meaning “Satisfactory” that is not used in the Cumulative Program Grade Point Average (CPGPA).

*UNS*: “Unsatisfactory” not used in the CPGPA

### **Policy:**

#### **1. Grade Submission**

##### 1.1. Midterm Grades

- 1.1.1. While midterm grades are not calculated in the official grade point average (GPA) and will not appear on the student's official transcript, the goal is to contribute to student success by providing students with a realistic idea of their performance to date. Unless otherwise agreed upon with a manager, all students registered in postsecondary, graduate certificate and degree level courses will receive a midterm grade, which in conjunction with discussions with their designated academic staff member, is for the purposes of providing feedback on academic performance to date.
- 1.1.2. Unless otherwise agreed upon with a manager, courses with a SAT/UNS evaluation method **do** require midterm grades and will use the SAT/UNS notation.

## 1.2. End Term Grades

- 1.2.1. At the end of each term, all students registered in credit courses will receive a final grade reflective of their achievement of course outcomes.

## 1.3. Academic Staff Responsibilities

- 1.3.1. Unless otherwise agreed upon with the manager, each term all full and part-time academic staff are required to submit midterm and final grades according to the deadlines posted in the Academic Calendar (see below).
- 1.3.2. Academic staff are required to submit midterm and final grades for all students on the course class list, including students who have not attended the class even if the reason is that they may have failed to officially withdraw from the course.

## 1.4. Registrar's Office Responsibilities

- 1.4.1. The Registrar's Office will establish and post to the Academic Calendar the dates by which midterm and final grades are due, and grade release dates.
- 1.4.2. It is the responsibility of the Registrar's Office to post midterm and final grades and to record the final grades on the student's official transcript. The Office of the Registrar will post midterm and final grades electronically through MyHumber at <http://humber.ca/myhumber>.
- 1.4.3. Final grades are not official until released to the student by the Registrar's Office.

## 2. Missing Grades

3.

- 3.1. Should staff be unable to meet the submission deadlines, communication between the staff and their manager should take place to better identify issues and take appropriate steps to ensure submission is achieved within a reasonable time frame given the circumstances:
  - 3.1.1. The day after final grades are due, the Registrar's Office will generate a report for administration of all missing grades for the term.
  - 3.1.2. Based on a discussion with their manager, the academic staff will have up to six weeks from the issue of the missing grades report to enter any missing grades. After six weeks, all missing grades will be converted to a final grade of zero or unsatisfactory (UNS).

## 4. Changes to Final Grades

- 4.1. Under extenuating circumstances and/or in support of accommodations, academic staff will have six (6) weeks following the end of the semester to reassess a student's final

grade. Academic staff will then be required to submit the change to the Registrar's Office for input. Changes beyond six (6) weeks will only be permitted if authorized by the applicable Senior Dean and/or designate.

- 4.2. As outlined in the academic regulations (section 18.1), following entry of grades, should a student request a reassessment they should be made aware that reassessment may result in the grade staying the same or be lower or higher than the original course grade.
- 4.3. Should a grade change be required by someone other than the person who taught the course, this will only be permitted if approved by the applicable Associate Dean.

**References:**

[Academic Regulations](#)

**Related Procedure:**

Academic Regulations; Grade review and Academic Appeal