



## **REPORTING FINAL GRADES**

**#4-15**

Approved:	December 12, 2001	by: President's Council
Effective:	December 12, 2001	
Date to be Reviewed:	2005	
Revisions Approved:	January 16, 2009	by: Education Council
Date to be Reviewed:	Fall 2014	

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### **POLICY**

**North Island College recognizes the right of students to receive final grades in a timely manner. This policy specifies guidelines for reporting and verifying grades.**

### **PURPOSE**

North Island College recognizes that accurate and timely reporting of grades is essential for student success. Students require final grades as a measure of their course completion for a variety of essential reasons. These include, but are not limited to: graduation and/or completion of program requirements, meeting pre-requisites for continuing or subsequent programs, transfer and admission to other educational institutions, meeting employment requirements, and eligibility for financial aid and awards.

### **GUIDELINES**

North Island College will have entered final grades in the student records system:

- Within seven (7) calendar days after writing a final examination; or
- If there is no final exam, within seven (7) calendar days of the last day of classes for the course; or
- Within seven (7) calendar days of students' completion of a flexible distance or continuous entry/exit course.

The appropriate Dean, or Campus Principal may grant extensions to the grade reporting deadlines at their discretion. The appropriate Dean, or Campus Principal will notify the Office of the Registrar of any extension. Grade reporting extensions should not exceed four (4) calendar days.

There should be no missing final course grades in the student records system eleven (11) calendar days after the last scheduled final exam for that semester.

Instructors may post final grades for the convenience of their students in accordance with *Freedom of Information and Protection of Privacy Act* legislation.

Cross Reference:

See also #3-16 Final Course Exam Scheduling

See also #3-09 Exam Policy for the Development, Distribution, Invigilation and Storage of Credit Course Exams