December 2, 2021

From: Jeff Wieser, Team Lead - Central Academic Records
To: All Instructors
Re: Grade Submission – 2021 Fall term.

The Fall 2021 term comes to an end on December 10, 2021, and the final examination period runs from December 11 – 23, 2021. This marks the beginning of the grade submission period.

**Deadline:** We kindly ask that you endeavor to have your grades submitted and approved as soon as grading is complete, and in all cases within 10 calendar days of the final exam/paper due date. For your reference, the due date for your course is displayed within E-Grades – at both the Final grades menu, and in your final grade roster.

We wish to thank you for your timely submission – doing so enables our students to register for winter courses, apply for employment opportunities, scholarships, admission, graduation, and many other opportunities without delay.

**Final Grade and Change of Final grade submission process:**

All grades are to be submitted through the E-Grades system, which is hosted inside Carleton Central. E-Grades is available 24 hours per day, 7 days per week. The [E-Grades intranet site](#) includes instruction manuals and additional information. To access the site, please use your usual MCI credentials.

Once signed into E-Grades, you should make use of the ‘Submit Final Grades’ feature of E-Grades to submit your roster as soon as grading is complete. **Please note** that there is a session ‘timeout’ security feature – to avoid this when entering large rosters, occasionally save your work (which refreshes the timer).

**Potential Graduates:** Please prioritize and submit all Potential Graduates (shaded in grey on your roster) using the ‘Submit Change of Final Grades’ feature of E-Grades. The Change of Grade feature allows Potential Graduates to be submitted prior to the submission of the main roster. Select the ‘Reason’ of ‘Student is a potential grad’ and you may submit those grades at any time.

**Non-Attendance:** If you are aware of students who have **not been** in attendance all term, please select ‘Did not attend class’ in the ‘Comments’ field of your roster for those students.

**Late Submissions:**

- Do not delay grade submission to accommodate individual students. Submit the earned grade (minus the missing work) for those students along with the rest of the roster. You may then utilize the ‘Submit Change of Final Grades’ feature of E-Grades to adjust these grades at a later date.
- As above, **Potential Graduates** should be submitted on a priority basis, utilizing the ‘Submit Change of Final Grades’ feature of E-Grades.
- An extension of the due date may be obtained by obtaining written approval of the departmental Chair or Director. All such approved extensions should be forwarded to faculty.systems.support@carleton.ca. Regardless of any extension, instructors should continue to prioritize **Potential Graduates** as above.
Once the final roster has been submitted, any changes by instructors should make use of the 'Submit Change of Final Grades' feature of E-Grades.

Please note that all changes to final grades must be completed no later than 6 months after the end of term. Changes beyond that period must be initiated by the Dean or Associate Dean of the Faculty.

Deferred Final Grade Submission and Deadlines:

**Deadline:** All deferred grades are to be submitted and approved within 10 calendar days of the final deferred exam/paper due date.

Please prioritize potential graduates when marking and submitting your deferred examination grades.

You will receive email confirmation of any granted final examination deferrals.

Please do not delay the submission of your roster while awaiting the results of the deferred exam – you should submit the earned grade, factoring a zero on the exam/paper. An interim grade of DEF will be applied by the Registrar’s Office and will replace the submitted grade.

Upon completion of the deferral, please submit the revised grade using the ‘Deferred Final Grade Roster’.

**Reminder** - The Registrar’s Office only grants formal deferrals for final examinations and take-home examinations, all other deferrals are managed by the instructor (term work, final term work, etc.).

**Grade Collection assistance:**

Throughout the grade collection period, the Registrar’s Office will be working with Instructors, Chairs, Deans and Administrative staff to ensure the timely collection of all grades. Should you have any questions or concerns, please email faculty.systems.support@carleton.ca – we are here to help!

The E-Grades intranet site includes instruction manuals and additional information. To access the site, please utilize your MC1 credentials.