

UNIVERSITY COUNCIL  
ACADEMIC PROGRAMS COMMITTEE OF COUNCIL  
REQUEST FOR DECISION

---

**PRESENTED BY:** Len Proctor, Chair, Academic Programs Committee of Council

**DATE OF MEETING:** May 19, 2011

**SUBJECT:** **Academic Courses Policy on Course Delivery, Examinations, and Assessment of Student Learning**

**DECISION REQUESTED:**

*It is recommended*

That Council approve the Academic Courses Policy on Course Delivery, Examinations and Assessment of Student Learning, effective September 1, 2011.

The Academic Courses Policy on Course Delivery, Examinations, and Assessment of Student Learning assembles in one document all of the policies, rules and procedures at the University of Saskatchewan which relate to course delivery, examinations and student assessment.

The policy draft was assembled over a two year period by a Subcommittee of the Academic Programs Committee with representation from the Teaching & Learning Committee, and it was circulated broadly last spring for review and comment. In September, 2010 the draft was brought to University Council for discussion. Since then, revisions of several elements of the report have been discussed by the Academic Programs Committee and by the Associate & Assistant Deans' group.

At its meeting on April 7, 2011, the Academic Programs Committee agreed to recommend that Council approve this policy. A Notice of Motion was presented to the April meeting of University Council.

**ATTACHMENTS:**

Summary of changes to this version

[Academic Courses Policy on Course Delivery, Examinations, and Assessment of Student Learning \(September, 2011\)](#)

## Summary of Changes

This document contains three changes compared to the version presented in April:

---

### I Course Delivery

#### Page 7:

##### 3. Student Attendance

Students who are not registered in a course cannot attend the course for any significant period of time. Instructors must advise students who are not on their class list that they need to be registered for their course, either as a credit or audit student.

Instructors are permitted to invite individuals to attend a course for pedagogical and other reasons related to the delivery of the course (for example, guest lecturers, professional observers or mentors, teaching or marking assistants, laboratory or tutorial assistants, and so forth.

---

### II Assessment

#### 1. Grading System

##### (c) Grade Descriptors

#### Page 10:

##### Department:

Unless approved by the College, all sections of a given course must adhere to the same system of evaluation, either a percentage grading system or a pass-fail evaluation system.

---

#### Page 12:

##### f) Grading deadlines

Final grades should be released to students in a timely way, both for the benefit of the students and to assist University business processes such as Convocation.

Reports of final grades for all one- and two-term courses and for 100-level, two-term courses examined at mid-year will be submitted and approved according to procedures established by the Registrar:

- no later than the end of the final examination period in a given term, for those courses with no final examination in this period, and for mid-year examinations in 100-level, two-term courses offered over the Fall and Winter terms; or
- within five business days after the date of the final examination, for those courses with final examinations in the final examination period in a given term, as well as final grades resulting from deferred, special deferred, supplemental, and special supplemental final examinations.

If for any reason the above deadlines cannot be met, the instructor should discuss the reason for the delay with their Department Head, or Dean in non-departmentalized Colleges. The Registrar and the students in the course shall also be notified regarding the anticipated date of submission.

##### Department:

Responsibility for submission of the final grade report is shared between the instructor, who submits the final grades, and the Department Head, or Dean in non-departmentalized Colleges, who approves the final grades

If instructors wish to release or post any grades unofficially, they should do so confidentially. Grades should not be posted with public access.

When final grades are approved by the Department Head, or Dean in non-departmentalized Colleges, they will be submitted electronically according to procedures established by the Registrar.

Once submitted, final grades may be changed by the instructor. Grade changes are also approved by the Department Head, or Dean in non-departmentalized Colleges.

**University:**

Only the Registrar may release official final grades. The Registrar will post final grades electronically as they are received.

The Registrar will communicate with instructors who have not met the above deadlines but who have not notified the Registrar.

For off campus and distributed learning courses where the final examinations are submitted to the instructor through the mail, the five business day standard will be waived upon consultation with the Registrar.

---