



Instructions for final grade submission

Grade Submission Deadline

- Final grades for all students must be submitted on Minerva:
 - Courses with No Final Examination Two (2) weeks after the last class
 - Courses with Final Examination: One (1) week after final exam
- Note: Graduating student's grades **MUST** be submitted as soon as possible in order for them to graduate. A **partial class** list with grades **for graduating students** can be submitted electronically via Minerva when the graduating students' grades are due.

Grade Submission

- Grades are submitted on Minerva from the Faculty Menu >> Final Grades.
- Note, grades on myCourses **DO NOT GET ON STUDENTS TRANSCRIPT.**
- Important link below, "how to" submit grades from a spreadsheet. Once completed grades are submitted via Minerva, they will get pushed through to the department and after departmental approval then the Faculty. After Faculty or GPS approval, the grades are "rolled" onto the transcripts.
- Additional Grade Options (must be approved by ISA (Undergraduate students) or DISE office (Graduate students)):
 - 'J' GRADES
 - Unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA
 - 'K' GRADES
 - Incomplete; deadline extended for submission of work in a course (K contract must be submitted, signed by student and instructor.
 - K grades must be accompanied by a **K contract**, and are granted by an instructor at the request of the student.
 - UNDERGRADUATE: K contracts must be submitted to the ISA office.
 - GRADUATE: K contracts must be submitted to the Graduate Program Director responsible for that program.
 - KE (K extension) can be arranged for up to 2 years.
 - KF (FAIL). Failure to submit grade by the K contract deadline or failing to make arrangements for w KE will result in a **KF (FAIL)**
 - K contract forms are available at:
 - Undergraduate: <http://www.mcgill.ca/isa/policies/sao-forms>
 - Graduate: <http://www.mcgill.ca/files/gps/KForm.pdf>

Modifying Grades

Once final grades are submitted and appear in the **Grade on Transcript** column in Minerva, you can change them using the **Instructor Grade Change** form:

1. Log into **Minerva** and select the **Faculty Menu > Instructor Grade Change**.



2. Select the appropriate **Term** and the **Course Section**.
3. In the **Grade Change** column, enter the final grade (**a letter such as A or B+ or a numeric such as 85, but no decimals**). Note: There might be more than one page of final grades. To view grades for all students when the class enrollment is greater than 50. e.g. Records 51-62, click on the corresponding links.
4. You must enter a comment to accompany any grade change you make.
5. Click **Submit** to save your changes.

For more information on entering or modifying grades, go to

<http://kb.mcgill.ca/kb/article?ArticleId=1386&source=Article&c=12&cid=2>

UNDERGRADUATE GRADING AND GRADE POINT AVERAGES (GPA)

GRADES	Grade Points	Numerical Scale of Grades
A	4.0	85-100%
A-	3.7	80-84%
B+	3.3	75-79%
B	3.0	70-74%
B-	2.7	65-69%
C+	2.3	60-64%
C	2.0	55-59%
D(Conditional) Pass)	1.0	50-54%
F (Fail)	0	0-49%

GRADUATE GRADING AND GRADE POINT AVERAGES (GPA)

GRADES	Grade Points	Numerical Scale of Grades
A	4.0	85-100%
A-	3.7	80-84%
B+	3.3	75-79%
B	3.0	70-74%
B-	2.7	65-69%
F (Fail)	2.3	0-64%