



EMAIL

To: Faculty, University of Toronto Scarborough
From: Professor Mark Schmuckler, Vice-Dean Undergraduate
Date: 22 April 2020
Re: Final Grades

Dear Colleagues:

As a reminder all instructors are requested **NOT** to release final grades to students for their courses, or in any fashion negotiate with students regarding their grades. This request is based on information provided in the University of Toronto Scarborough Academic Handbook for Faculty and Staff, sections 6.15 and 6.16. Specifically:

6.15 Final Grades

You must not release or post final grades to students. They will be posted on ROSI/ACORN once your Chair or Director has approved them. Submit your final grades to the Office of the Registrar via eMarks. The grade distribution information should be based upon the grades of all students who are registered in the course.

6.16 Grade Changes

Do not discuss or negotiate final grades with students. After grades have been approved by your Chair or Director, they may be changed only with the his/her approval, and only under the following circumstances:

- a. A student has successfully petitioned to have his/her work re-read (either part of a final examination or term work returned after the instructor has submitted grades) and the Department determines that a misevaluation of a substantial nature has occurred
- b. A student has officially requested (through the Office of the Registrar) a clerical check of the calculation of his/her final grade; and
- c. An instructor discovers either an error in the calculation of a student's grade or a substantial error in the evaluation of a given piece of work. In these cases, the instructor should propose a grade change for the approval of the Chair/Director.

Where students approach instructors to request re-checking of marks, re-reading of work, or simply higher grades, it is essential that these students be required to go through the appropriate channels. Students sometimes make such requests for inappropriate reasons.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Schmuckler'.

Mark Schmuckler
Vice-Dean Undergraduate
Office of the Vice-Principal Academic & Dean