

I can't grade because...

A help document for the weird and special situations that we hear the most often!

...the student went off sick and they haven't been back or provided me with any documentation for a medical/compassionate withdrawal yet.

The student went off sick and I don't know what to do. This student should seek a medical/compassionate withdrawal by submitting an email and medical documentation to the Associate Registrar, Enrollment Services and Admissions, darin.bellham@nic.bc.ca.

The faculty member should be grading this student with a "DNC" or "F" grade depending on how much course work has been submitted and the level of contact the student has had with the faculty member. The determination of whether to enter a "DNC" or "F" grade is at the discretion of the faculty teaching the course. Both grades result in a 0.00 GPA calculation for that course on the student's transcript.

If the student provides an email request and medical note to the Associate Registrar, then we can assess the request and possibly change the grade to a late withdrawal based on policy.

Any communications you have with the student helps us to date retro-active solutions, so please pass that along to the Associate Registrar, Enrollment Services and Admissions, in the Office of the Registrar so we can add it to the student file.

... the student never attended the class and didn't complete any work.

If the student never attended the class and didn't complete any work we love to hear about these situations at the beginning of the term so we can drop the student before the add/drop date and offer the seat to next student on the waitlist or open the seat during the "open enrolment" period. If a student is on your roster and never attended by the end of term, please use a DNC grade (Did Not Complete). The student can request a medical/compassionate withdrawal after the end of the term. It is the student's responsibility to initiate this with the Registrar's Office. **Please do not leave this student in an ungraded status.**

... the student only completed some of the work.

If it can be graded, a grade should be assigned based on what has been submitted even if the result is an "F" or fail grade.

... the student told me they are withdrawing.

If they are on your roster, they did not withdraw. Grade appropriately, if there is a mistake and the student contacts the Registrar's Office we will work with the student on a late withdrawal for medical/compassionate reasons or explain our grading policy.

... the student will be completing some work in the next term

My student that is unable to complete a course in the scheduled time due to exceptional circumstances can be assigned an "INC" incomplete grade'. An "INC" is a **temporary** grade that can be applied to a course for a specified period. A plan should be created with the student and shared with your Dean regarding how and when the student plans to complete the course work. This plan should not extend longer than 45 days into the next term. If a change of grade form is not received by the agreed upon deadline the INC will be converted to a DNC (Did Not Complete).

Please have your Dean/Director approve the [Incomplete Standing Request form](#) . The Dean's Office will submit the approved form to SRO through a Service Desk Ticket. The workload in supporting the student outside of the scheduled dates for the course should be considered as they will probably be doing this along with the course work of the other classes they are enrolled in the next term.

... I can't grade any of my students because I am not attached to the course.

Please reach out to your Chair who can contact scheduling to schedule you as the instructor of record. Don't forget to check if you are the instructor of records for the course you are teaching at the start of the term to ensure everything will flow well for you.

... it's not the Registrar's Office to tell me how to grade.

Definitely not! We never want you to feel that way. The Registrar's Office role is to record and remind our College Community of the policies that have been put in place by our Education Council and to bring process to those policies. If a policy is not meeting a specific need or requirement you have, speak to your Chair or Dean to start the dialogue on how we can see if this is experienced across the College and if changes need to occur. Policies take into consideration all the dominoes (example: students who are not permitted to get new funding until all grades from a previous semester are submitted), so opening the conversation can help us sort through what may be old information, and review opportunities for best practice.

... my students or Dean/Director are telling me that my grades are not submitted but I finished my grading a long time ago. I am not sure what to do?

Have you entered your grades into Faculty Self-Service? Please check that you have re-entered your grades from Brightspace gradebook into Self-Service. We do not have an integration between Brightspace and Colleague. For your grades to get into the student information system and appear on the student's transcript they must be entered into Colleague through Self Service. The instructions for entering grading through Self-Service can be located on the portal under Resources for Supporting Students,

https://mynic.nic.bc.ca/employee_resources/student_services/Documents/Entering%20Grades%20through%20Self-Service.pdf

... I don't know who I should send this [information, form, problem] to?

Most grading issues can start with StudentRecords@nic.bc.ca .