1. Grade ratification process

Timeframe	Who	Action	Result
27 May - 31 May	Academic staff AA team in Operations AA in Enrolment Support team	Check student attendance records to ensure - All active students who are attending and submitting assignments are enrolled in the course. - Students attending but not on class list need to be enrolled. Students to be directed to Student Central to be enrolled. - If there are students who are enrolled but not attending classes and have not submitted any assignment, send an email with student details and rationale to academicadministration@unitec.ac.nz - Will raise VOE to drop such students - Will process the drop in Peoplesoft These will need to happen by 30 May for all courses that started on 25 Feb 2019 (75% of course duration). **Beyond the 75% timeframe all enrolled students will receive a DNC grade	Gradebook will have correct students enrolled for entering grades Students dropped within 75% of start of course will get a W grade Students enrolled beyond 75% duration but which have not submitted relevant assignments will receive a DNC grade
Week 12 27 May - 31 May	Academic staff TKK AA	- If marks are not already entered start entering marks for assignments progressively. - If gradebook has not been set up accurately email tkk@unitec.ac.nz to have it corrected - TKK will check to confirm gradebook is set up as per the current course descriptors - Changes will only be made where requested changes have been approved by the Programme Improvement Committee.	Gradebook will be accurate for grade input
17 June - 28 June		Exams weeks	
All grades are required to be ratified & posted within 10 working days of the end of the course.			
1 July – 12 July	Academic Leader	- To set up grade approval committees as delegated by the PAQC	Ready for ratification meeting

		- To set up dates for grade approval meetings - To notify the AAQ of these dates and names of chairs who have the PAQC delegated authority to approve grades	
	Academic staff	- Enter marks for every student enrolled in each course and informs AL & AAQ when course grades are ready for ratification	
8 July - 12 July	Academic Leader AAQ	- AL informs AAQ of courses that have marks entered and are ready for ratification - AAQ to email the "Assessments by Course Report" to AL/chair of the grade approval committee if known - AAQ to attend the meetings and take notes of discussion at the meeting - AAQ to update gradebook as per discussion and get the revised Grade report approved by the chair of the Grade approval / PAQC committee - AAQ to lock and post grades	Grades ratified, confirmed as accurate and locked and posted. Final grades available to students
12 July 13 July	Grade Ratification and posting process completed Regular reporting on outstanding grades commences		

2. Completion checking & Graduation confirmation process

Timeframe	Who	Action	Result
15-26 July 2019	AAQs Academic Leader AAQ	- Will contact ALs with student transcripts/progression reports/credit reports - to check and confirm completion and eligibility to graduate for each student - Will complete the "Completions Approval / Certificate Request Template" and send to PAQC for approval/notification - Will email these to HOS for signoff	List of students from each programme who are eligible to graduate is confirmed and forwarded to Graduation office

| | HOS | - To print and sign off every page of the Completions Approval / Certificate and email a scanned copy to the AAQ | |
| | AAQ | - To sign and email the form to abapprovals@unitec.ac.nz seeking Academic Board approval | |

3. Letter of Confirmation request from students

Timeframe	Who	Action	Result
30 June onwards	AAQ	- Will received Letter of Confirmation (LOC) requests from students via Student Admin - Will acknowledge receipt of the request and inform students that the letter will only be available from the third week of July after grades are posted - Will confirm that an LoC can be sent - will email the signed off letter to student	Student receives letter of confirmation as requested

4. Exclusion process (1194)

Timeframe	Who	Action	Result
15/7/19 - 26/7/19	AAQs	- will forward Peoplesoft Exclusion reports to ALs	Students are excluded from programmes for:
	Academic Leader	- to check and confirm back to AAQs the names of students who are to be excluded from the programme	- Not passing more than 50% of all courses in the previous four semesters of study
	AAQ	- AAQ to send the list of excluded students to PAQC for approval.	- Failing the same undergraduate course twice or failing a postgraduate course once
	PAQC	- To discuss contentious exclusions and confirm decision	
	AAQ	- process the exclusion in Peoplesoft	- Unsatisfactory performance or participation in off-site work based learning.