

ARTS

Notification of Final Grades

Did You Know That . . .

Did you know **an email will be sent to your UAlberta email account** when your final grades have been approved by the Faculty?

Email will also be sent to your UAlberta email account if there is any additional communication from the Faculty regarding your grades and your standing in the Faculty (**related correspondence will be attached as a letter to your Bear Tracks account**).

This information is time sensitive, as there are related appeal deadlines that will not be extended. Consequently, even when exams have ended, and even if you are not taking classes in spring or summer terms, it is important for you to monitor your Bear Tracks email account on a regular basis as you are responsible for the content of official correspondence, even when it is sent by email or attached to Bear Tracks.

What Might Letters Attached to Bear Tracks Include?

Letters are sent to students to congratulate them on extraordinary academic performance, or to advise students if their grades are low. In the latter case, letters will advise students if they may continue under warning, or if they are required to withdraw from their programs. Any letters attached to Bear Tracks will appear under Academics, "official correspondence".

Are Letters Sent by Regular Mail?

No.

When Will this Information Be Available?

The Undergraduate Student Services Office will be closed for three days in mid to late May to review and approve all grades for Arts students and to attach letters as needed to Bear Tracks. A notice will be sent out in mid-May to inform students of the exact closure dates. In the majority of cases, the assessments and letters will be completed by the end of May. Records for students who are writing deferred exams, or who have agreements with instructors to submit late term work may not be assessed until later in the summer, affected students will be advised accordingly by letter on Bear Tracks.

What If I Have Questions About My Assessment Before the End of May?

Please note that until these assessments are complete, advisors cannot answer detailed questions about individual records. In the meantime, you can refer to the academic performance section of the [Calendar](#) related to your program. There is also an information bulletin "Understanding Your Academic Standing" on the [Faculty of Arts Tip Sheets for Undergraduate students website](#).

***The Calendar is the official reference for academic regulations and programs. If this or any other handout conflicts with the Calendar, the Calendar will be taken as correct