



**University Policy Statement
California State University, Fullerton**

UPS 300.010

POLICY ON FINAL GRADE REPORTING

Faculty members have the right and responsibility to provide careful evaluation and timely assignment of appropriate grades each term. The faculty shall record grades for their students on final grade forms distributed by the Office of Admissions and Records. Completed forms, including the signatures of the instructors, shall be due in the academic department offices on the date announced in the academic calendar, which shall be no fewer than six days after the last day of final examinations. Fall semester grades shall not, in any case, be due before January 2.

Department chairs and program coordinators shall be responsible for assuring that instructors of record sign and forward the forms to the Office of Admissions and Records.

The Office of Admissions and Records, with the support of Information Technology, shall produce and post grade reports to all students within 15 calendar days of the end of each semester and state supported (YRO) summer session. The production and posting of end-of-term grade reports shall receive high priority.

This policy shall also apply to courses offered in intersession and extension except that the Dean, University Extended Education, shall determine the due dates and manner of reporting of grades. Nevertheless, the production and posting of grade reports to students enrolled in intersession and extension courses shall be no later than three weeks after the final class meeting or final examination, whichever is later.

EFFECTIVE DATE: June 17, 2005

Supersedes: UPS 300.010 dated June 15, 1981
and ASD 05-25

Source: Academic Standards Committee