



University Policy Statement

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 for courses that they teach each term. The production and online posting of end-of-term grades shall receive high priority. Grades shall be assigned by the instructor of record, following the processes laid out in the course syllabus. If the instructor of record is unavailable to submit grades in a timely fashion, the chair of the academic unit shall work with their dean and Information Technology to submit appropriate grades in as timely a manner as possible. Faculty members shall record grades electronically in the Student Information System. Grades shall be due by 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.

The Office of the Registrar will advise college deans if grades are not submitted on time. Deans shall communicate to the responsible faculty to submit grades expediently.

This policy shall also apply to courses offered through University Extended Education except that 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.

Source: Academic Standards Committee

EFFECTIVE DATE: July 10, 2024
Supersedes: UPS 300.010 dated 1-30-2013
and ASD 12-158