



**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. 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 Admissions and Records will advise college deans if grades are not submitted on time in order to communicate the need to submit the grades expediently to college departments and the faculty responsible for the online grading. The production and online posting of end-of-term grades shall receive high priority.

This policy shall also apply to courses offered through University Extended Education 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: January 30, 2013**  
Supersedes: UPS 300.010 dated 6-17-05  
and ASD 12-158

Source: Academic Standards Committee