

Grade Submission Policy

June 2025

BACKGROUND

Submitting a grade at the end of a course is one of the core responsibilities of a faculty member. Failure to do so results in significant disadvantages to students, including impeding their progress to degree and eventually preventing the conferral of their degrees. It is the responsibility of the faculty member to ensure that a course is structured appropriately to enable students to complete successfully all course requirements by the conclusion of the semester.

POLICY

Undergraduate faculty must submit grades no later than one week after the scheduled final for the faculty member's course. Should a faculty member not be available to do so, the responsibility for determining students' grades becomes the responsibility of a faculty member's Dean along with the Registrar's Office. Grades not submitted by faculty must be resolved by the Dean or designee within three workdays.

Graduate faculty must submit grades no later than three weeks after the scheduled final for the faculty member's course. Should a faculty member not be available to do so, the responsibility for determining students' grades becomes the responsibility of a faculty member's Dean along with the Registrar's Office. Grades not submitted by faculty must be resolved by the Dean or designee within three workdays.

We pledged to the federal government that students' work would be completed by the end of the semester. If students cannot finish the work within the semester, an Incomplete should be recorded.

If clinical or experiential work extends beyond the fifteen weeks, the student must register for an extension, and the faculty member should file an Incomplete grade.

Incomplete grades should be offered infrequently for significant reasons that are documented by the student. They may not be used to extend the deadline for the faculty member's obligations under this policy. For faculty wishing to assign an Incomplete (I) grade in order to provide a student additional time to complete course requirements, the faculty member must assign in Self-Service

Banner an Incomplete (I) grade and a preliminary grade based on the student's performance in the course at the time of the submission of the Incomplete (I) grade.

If the Incomplete (I) grade remains unresolved after the deadline for resolving Incomplete (I) grades or at the time of degree conferral, the Registrar will record the designated preliminary grade. Incompletes may, depending on the policy of the College or School, be extended.

Two weeks after the last scheduled final of the semester in a College or School, the Dean will submit to the Provost's Office a list of faculty members who have not submitted grades by the deadline in their Colleges or Schools, confirming that those grades had to be resolved by the Dean or designee. A part-time faculty member who does not submit grades more than one time will not be reappointed. A full-time faculty member who does not submit grades will meet with the Dean, who will report to the Provost's Office in writing about the meeting. A copy of that report will be placed in the faculty member's reappointment, tenure, promotion, or post-tenure review file.

Failure to submit grades in a timely fashion is a serious breach of academic responsibilities by the faculty member. Full-time faculty members whose Deans must resolve their grades will not be eligible for overloads, secondary positions, University grants, research support, or travel funding for one academic year after being included in the list submitted to the Provost's Office.