

Grade Submission Policy

September 2024

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.

POLICY

Faculty must submit grades no later than three weeks after the last scheduled final of the semester. 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 or designee.

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 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.

Four weeks after the last scheduled final of the semester, the Deans will submit to the Provost's Office a list of faculty 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 may 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.