

## Policy Title: Timely Release of Official Course Grades

Policy Number: 0-01-0408

Applies to: Course Instructors/Directors

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### 1.0 POLICY STATEMENT

The policy provides the timeline in which course instructors/directors will submit official grades for courses to the Office of the Registrar and the timeline in which the Office of the Registrar will release the official grades to students. Course instructors/directors shall determine the appropriate methods for evaluating and giving performance-based feedback to determine if a student is meeting the standards of the course, laboratory or clinical experience.

Course instructors/directors will provide students with information in writing at the beginning of each course that describes the grading policies and procedures including, but not limited to: evaluation criteria, expected time needed to grade individual student examinations, and type of feedback they will provide (e.g., written, verbal, quantitative, machine-scored number of correct responses).

Official course grades will be submitted to the Office of the Registrar by the Friday following the end of the term in which the course is offered. Certain clinical courses may require a longer timeline for submission of official course grades. Should a clinical course need a longer timeline, the deadline for official course grade submission will comply with the requirements stated by the specialized accrediting agency.

Nothing in this policy shall be construed to prevent individual schools from creating deadlines for the submission of official course grades to the Office of the Registrar that are earlier than the stated university wide deadline.

The posting of official grades by the Office of the Registrar to the student information system (which may be operationalized through records administrators in certain academic programs) shall occur within one week of receipt of grades from course instructors/directors.

### 2.0 DEFINITIONS

2.1 **Standards:** The expectations of the course instructor for the knowledge, abilities, skills, attitudes, judgments, proficiencies and/or competencies developed in a course that are reflected in the stated course goals or objectives.

### 3.0 RESPONSIBILITIES

Individual schools/programs are responsible for creating procedures to ensure that course instructors/directors submit official course grades to the Office of the Registrar by the stated deadline and that course instructors/directors comply with the policy.

The Office of the Registrar is responsible for the posting of official grades (which may be operationalized through records administrators in certain academic programs).

The Associate Dean for Academic Administration within a school has the authority to waive the official course submission deadline for a specific course within a specific term for good cause shown. If such a waiver is granted, students will be notified of the fact that a waiver has been granted and what the new deadline date for course grade submission will be.

**4.0 PROCEDURES**

N/A

**5.0 RELATED POLICIES**

**6.0 KEY SEARCH WORDS**

Timely release, grades, faculty, student academic evaluation
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**7.0 REVISION HISTORY**

4/2008	1.0	New Policy Statement
5/2013	2.0	Policy Revised

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**Responsible Officer:** Provost, Office of the Provost

**Policy Contact:** The Office of the Registrar, 503-494-7800

**Supersedes:** N/A