



**Policy Number:** 02-70-015

**Policy Title:** TIMELY RELEASE OF GRADES

**Effective Date:** August 16, 2019

Page 1 of 2

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1. **Generally**

The policy provides the timeline in which faculty of record will submit official grades for courses to the Office of the Registrar and/or Student Information System, and the criteria by which official grades changes are requested. Faculty of record shall determine the appropriate methods for evaluating and giving performance-based feedback to determine if a student is meeting the course requirements and Student Learning Outcomes.

2. **Definition**

**Student Learning Outcomes.** The identification of measureable characteristics of what a learner should know or do at the end of an educational activity (i.e., lecture, simulation, course) or degree/certificate completion. Outcomes are usually expressed as measurable knowledge, skills, or attitudes.

3. **Responsibilities**

- A) The school or college is responsible for ensuring that faculty of record submit official course grades to the Office of the Registrar by the stated deadline and that faculty of record comply with this policy.
- B) The Office of the Registrar is responsible for the posting of official grades, which may be delegated to school level personnel.
- C) The associate dean for Academic Administration within a school or college 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, faculty of record will be notified of the approved waiver and the new deadline for course grade submission.

4. **Procedures**

- A) Consistent with the requirements of Policy 02-50-050, Course Syllabi, the faculty of record will provide students with a course syllabi that describes the grading policies and procedures including, but not limited to: evaluation criteria, expected time needed to grade individual student exams, and type of feedback they will provide (e.g., written, verbal, quantitative, machine-scored number of correct responses).

- B) The Office of the Registrar opens the Student Information System one week prior to the end of the term. The Student Information System remains open until one week after the close of the term to allow faculty sufficient time to complete course grading and input grades into the Student Information System.
- C) 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. For certain clinical courses, grades must be submitted no less than three weeks after the end of the term. Should a clinical course need a longer timeline, the associate dean may grant an extension to the deadline for official course grade submission consistent with the requirements stated by the specialized accrediting agency. The associate dean is responsible for notify the Office of the Registrar of the approved extension. Nothing in this policy shall be construed to prevent individual schools from creating deadlines for the submission of official course grades that are earlier than the stated university wide deadline.
- D) If course grades are not submitted by the faculty of record by the established deadline the associate dean for each school or college will be contacted by the Office of the Registrar for appropriate and timely follow-up. Unless an extension is granted by the associate dean per Section 3(C) of this policy, the faculty of record shall have two business days to finalize grading for the course. If the faculty of record fails to submit course grades, the dean and provost will be notified.
- E) All grade change requests must be submitted by the faculty of record and approved by the appropriate associate dean within the subsequent term. Grade change requests will only be considered if there is evidence of faculty of record error in the calculation of final grades.

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**Implementation Date:** April 2008

**Revision History:** May 22, 2013; August 16, 2019.

**Related Policies and Procedures:** [Policy 02-50-030, Student Learning Outcomes and Assessment](#); [Policy 02-50-050, Course Syllabi](#)

**Responsible Office:** Office of the Provost, [academicpolicy@ohsu.edu](mailto:academicpolicy@ohsu.edu)

**Supersedes:** CAP Policy 0-01-0408

**Key Words:** Timely release of grades, grades, faculty of record, student academic evaluation