



NO. 5020 FINAL GRADE REPORTING PROCESS

- 1.0 **GRADE REPORTING OVERVIEW:** The professor will receive notice of the deadline of final grade reporting at least one week before a class term ends. Grades will be reported electronically through the online Learning Management System (LMS).
- 2.0 **GRADE REPORTING PROCESS:** To report final grades, the professor will follow these steps:
 - 2.1 Enter A, B, C, D, or S for each student who has met appropriate criteria for the course. If the student has been officially withdrawn from a course, grade entry for the student will not be available. If a question exists concerning a student's enrollment in a course, the professor must check with the Registrar's Office for clarification.
 - 2.1.1 An F (or U if applicable) is entered for students who have failed the course. For all F grades, the professor must also indicate the student's last date of attendance in the course.
 - 2.2 The professor will submit all grades electronically by the specified deadline. Grades submitted through the LMS will be considered verified by the professor.
 - 2.3 The Registrar's Office runs processes to verify grades in order to make them visible to the student while updating a student's academic record.
 - 2.4 Although student grades are posted as the class terms end, Academic Standing is only calculated once at the end of the semester.

Effective: 01-02-1991

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