Subject/Title: Grade Submission

FPU Policy Number: FPU-5.00711AP

_X_ New Policy  __ Major Revision of Policy  __ Minor Technical Revision of Policy

Date First Adopted: July 31, 2015

Responsible Division/Department: Academic Affairs

Initiating Authority: Ghazi Darkazalli, Provost and Executive VP of Academic Affairs

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all instructors at the University.

B. POLICY STATEMENT:

Instructors must submit a letter grade (A, A-, B+, B, B-,C+, C, C-,D, F, or IP) for every student registered in the courses taught by the instructor at the end of each semester.

Instructors must submit all grades by the deadline “Final Grades Due” as referenced on the Academic Calendar.

C. PROCEDURES:

1. Instructors must submit the grades through the faculty portal.
2. If an instructor fails to submit a grade for a student by the “Final Grades Due” deadline, the Registrar will enter a “NR” (grade not reported) as the student’s grade.
3. To remove a “NR”, the instructor must request a change of grade following the procedures in University policy FPU-5.00715AP Grade Change.

Form: University Academic Policy Template 1-6.17.13