

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>ACADEMIC POLICY</b>

<b>Subject/Title:</b> Grade Submission
<b>FPU Policy Number:</b> FPU-5.00711AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> July 31, 2015
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Academic Affairs
<b>Initiating Authority:</b> 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**.

<b>ACADEMIC POLICY APPROVAL</b>	
Academic Policy No.: FPU-5.00711AP	
Initiating Authority	Date
Academic Policies Committee Chair	Date
Vice President of Academic Affairs	Date
President/Designee	Date
Approved by FPU BOT, if required	Date
<b>EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL</b>	

Form: University Academic Policy Template 1- 6.17.13