

Effective Date:

November 20, 2013

Retired:

Revised:

Approved by: Maria F. Lima, Ph.D. Dean, School of Graduate Studies and Research

Maria F. Lima

Subject: Final Course Grade

PURPOSE:

The purpose of this policy is to:

- Ensure that graduate course grades are submitted in a timely manner so students are knowledgeable about their academic standing in the School of Graduate Studies and Research

The final grades must also be submitted to the Registrar's Office in a timely manner in order for grades to be recorded, and the Student Evaluation and Promotion Committee (SEPC) can meet at the end of the semester. The SEPC determines if a student is in good academic standing and recommends continuation of the student in the Graduate Program.

POLICY STATEMENT:

In order for graduate students to be evaluated in a timely manner, and for grades to be sent to the Registrar's Office, course coordinators must submit final course grades two weeks after a course has officially ended.

DEFINITIONS:

Final Course Grade: The final course grade is calculated when a course ends in accordance with the grading policy stated in the syllabus of the course.

PROCEDURE:

The instructor/s in a course must grade the assignments or exams they administer in their section of a course in a timely manner (no later than two weeks after the assignment or exam is completed) so the grades can be given to the course coordinator. This will allow time for the course coordinator to compile the final grades and submit them to the students, and the Registrar's Office in a timely manner.