



Policy: School of Graduate Studies and Research Final Course Grade Policy	Applicability: SOGSR Students
Policy Owner: School of Graduate Studies and Research	Approved By: Dean of the School of Graduate Studies and Research
Effective Date: November 20, 2013	Last Reviewed:
Next Review:	Contact:

PURPOSE: 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 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: 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 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.

EXHIBITS: None.

RELATED POLICIES: None.