

5.13 Grade Reporting

Instructors must submit final grades for all courses on the final grade roster available through the MyCat/Personal Services. Only grades submitted through this process will appear on students' official transcripts.

If a student's name appears on the grade roster, a grade must be given. Students who do not officially withdraw from the university or from a class are not automatically dropped from the class. Final grades are to be recorded by the instructor prior to the any announced grading deadline; generally 10:00 a.m. the Monday following exam week. For courses whose end dates do not conform to the regular academic calendar, grades are due within 48 hours of the class "end date" as recorded in the student information system. No "W" grade should be assigned to any student during the final grading period.

Instructors should adhere rigidly to grade reporting deadlines because of the need to process grades as quickly as possible and notify students of information that may affect academic standing and eligibility to continue. Missing grades also affect the production of transcripts and the conferring of degrees. Final grades roll from the final grade sheet to the transcript every 4 to 6 hours. Grades are not available to students until after they have rolled.