

# Grading Deadlines

## AA\_AO\_FC\_05

Responsible Officer

Jeremy Pattisall

Responsible Office

Registrar

Approving Body

Board of Trustees

Approval Date

2019-09

Last Revision

2019-09

Re-evaluation Date

2021

### Policy Statement

The Registrar gives special notice of the deadlines for grades to be posted and submitted. Meeting the required deadlines is the responsibility of every instructor.

### Policy Procedures

It is urgent for the Registrar to be able to enter the grades so grade reports for students and transcripts can be prepared. Students cannot be placed on academic warning or removed from academic warning until all grades are processed. Satisfactory Academic Progress (SAP) may only be determined after grades have been submitted. The SAP is used to determine the student's academic standing for the following semester as well as eligibility for financial aid. It is extremely important that grade submission deadlines be met. Faculty who are consistently late will be cited as part of their Performance Review.