

# REPORTING GRADES

The authority and the responsibility for determining term grades and reporting those grades to the University Registrar's Office belong to the instructor of record for the course. All coursework submitted by students for grading and the records of grades assigned in evaluation of this work are under the management and ultimate control of the instructor of record, even in courses in which others such as teaching fellows assist the instructor. In courses using teaching fellows, the instructor of record normally provides oversight of grading to ensure consistency across sections.

Term grades for the fall term are due by 5 p.m. on the first weekday after January 2. Term grades for the spring term are due seven days after the end of final examination period. In the spring term, grades are due for seniors within forty-eight hours of the end of final examination period.

Once submitted, grades may not be changed except in the case of a computational or clerical error. Examples of clerical errors include the incorrect transcription of the original grade to Faculty Grade Submission, or technical errors in calculating the original grade from student scores. They do not include exam grading errors or other situations where a student's work was reevaluated after the original grade was submitted.

When authorizing a mark of Temporary Incomplete ("TI"), the residential college dean sets the deadline for the student's late work and informs the instructor of the date by which that student's final course grade must be submitted to the University Registrar's Office. Final grades for courses in which a college dean has issued a TI are normally due no later than one month after the beginning of the final examination period.

In the spring term, it is essential that instructors submit grades for seniors within the stipulated time. Before Commencement, seniors must be cleared for the award of the bachelor's degree, and calculations must be made concerning their eligibility for General Honors (*summa cum laude*, *magna cum laude*, and *cum laude*), for Distinction in the Major, for Phi Beta Kappa, and for prizes. Instructors submit grades to the University Registrar's Office at the Faculty Grade Submission website.

It is equally important that grades for first-year students, sophomores, and juniors be reported promptly so that action may be taken on their academic records; students must be promoted, informed that they must undertake summer study in order to repair deficiencies, or dismissed for academic reasons.

Undergraduates who enroll in graduate school courses are assigned letter grades (A-F).