

Grade Reporting

ROWAN UNIVERSITY POLICY

Title: *Grade Reporting*

Subject: *Academic Affairs*

Policy No: *AA: 2016: 03*

Applies: *University-Wide*

Issuing Authority: *Senior Vice President for Academic Affairs/Provost*

Responsible Officer: *Deans*

Adopted: *08/01/2015*

Last Revision: *09/21/2016*

Last Reviewed: *09/21/2016*

I. PURPOSE

The purpose of this policy is to establish the timeline and process for reporting grades.

II. ACCOUNTABILITY

Under direction of the Senior Vice President for Academic Affairs/Provost, the Deans and Department Chairs shall implement this policy and all faculty shall ensure compliance with the policy.

III. APPLICABILITY

This policy is applicable to all students of Rowan University.

IV. POLICY

1. Grade Reporting

- a. The due date for faculty to turn in grades to the Office of the Registrar will be five (5) working days after the end of each Part of Term in which faculty teach. Each day of Commencement Week shall count as a working day but a one-day extension will be added to spring term to accommodate faculty participation in their College commencement ceremony. The time required for processing grade reports will be six (6) working days. When reporting final grades, faculty must also report the last date of student attendance for all students who receive non-credit-bearing grades and a grade (of some type) must be entered for each student.
- b. All faculty are required to enter grades electronically via Faculty and Advisor Self Serve. The direct web address is: <http://www.rowan.edu/selfservice>.
- c. Instructional and additional information are available at: <http://www.rowan.edu/provost/registrar/> under the "Faculty" tab.