

**Memo To:** Academic Policies Committee

**From:** Jacqueline Moran Maisel, Registrar

**Re:** Rationale for 48 hour Deadline for Submitting Grades

**Date:** November 20, 2006

Historically, the Registrar's Office Staff input grades manually from hardcopy rosters delivered by faculty. A deadline for grades for each individual course was established at 48 hours after the scheduled final exam for that course. Due to improved technology, the faculty no longer needs to submit grades to the Registrar's Office in hard copy. Grades can be submitted from any computer with internet capability. The posting of these grades is now also automatic, so the Registrar's Office does not have to touch these grades manually for students to see them: they are available almost immediately after posting.

As a result, we have been able to extend the deadline to 48 hours after the last final exam for all courses. In practice, for every semester since Spring 2004, the deadline has been extended beyond 48 hours. In Fall 2006, for example, exams end on Friday afternoon and grades are not due until 11:59 PM on Monday, a total of more than 72 hours. This deadline cannot be extended any further due to the number of processes that must be completed (in a sort of a "cascade" effect) in several offices after posting of grades and prior to the closing of the University on December 21.

For example, financial aid and scholarship satisfactory progress determinations are run at the end of each term. These processes must be completed as soon as possible to provide feedback to students regarding their financial aid and scholarships for the upcoming term. The satisfactory progress determination may impact the number of courses a student can take or whether the student will need to seek some other form of financing before the beginning of the next term.

The Associate VP of Academic Affairs must reevaluate academic standing for students in academic jeopardy. Notification of dismissal or probation must be made in a timely manner. Students who have this information before the start of the next term often choose to take a course or courses in the Winter or Summer terms to raise their GPA for readmission in the regular term.

In order for each of the above offices to run their processes, there are reports and programs that must be done within the Registrar's Office after final grades are posted. These include GPA calculation (repeat process), transcript production, academic standings, and degree posting. All of these activities take a minimum of three business days to complete – with 5 days being the optimum. The timeline below illustrates the extreme compression of these processes this semester, within the three days after final grades are due:

### **Example of End of Semester Timeline in the Registrar's Office**

*All processes must be run sequentially unless otherwise noted*

Friday, Dec 8	Rosters generated and faculty "Tips" e-mail sent
Friday, Dec 15	Finals End
Monday, Dec 18	Commencement 1-4PM Grades Due by 11:59PM, reminders sent to faculty beginning 8AM
Tuesday, Dec 19	Clean-up of rosters, input NR for courses without grades Repeat Process run ( <i>can only be run once per semester</i> ) for GPA calculation Academic Standing process run Batch transcript process run for Academic Standing Transcript production process begins and continues through remainder of the week: all "hold for my grades" requests generated and sent ( <i>batches must be run separately</i> ) Batch Degree Progress reports run for all students who graduated Degree Posting begins for all "high priority" transcripts requested i.e. for graduate school applications, employer requests, etc Academic standing report and transcripts sent to Associate VP Academic Affairs ( <i>concurrent with Degree progress reports/degree posting</i> )
Wednesday, Dec 20	Transcript production process begins and continues through the week: all "hold for my degree" requests generated and sent AVP reviews report/transcripts and sends adjustments to registrar ( <i>concurrent with transcript production</i> ) Changes in registration for Final Dismissal and Admission Revoked students made manually in PS Changes to program stacks made manually in Peoplesoft New report generated, including home addresses, and sent to AVP
Thursday, Dec 21	Formal Notification (letters and e-mail) sent to all affected students by AVP's office