

Background: It is not feasible to fully implement the Senate's recommendation that "the deadline for faculty to course grades be no earlier than 5 P.M. on third business day after the last final exam." Transcripts, repeat grades, academic dismissals all need to be processed within four to five business days from the last final in order to meet the needs of students. The problem is particularly acute in the Spring term. For example, in Spring, 2007, the last final is scheduled for May 23. Three business days from May 23 is May 29. This leaves May 30, May 31, and June 1 for the Registrars office to process all Spring grades before Summer I starts on June 4. (Note some students rely on Summer I to repeat courses that they may have not done well on the Spring term.)

Historically, faculty have been required to submit final grades for a course 48 hours after the final exam has been given, but this deadline goes back to the days when all classes were small.

While the proposal of three business days cannot be implemented, a deadline of 3 days after the last final is feasible. However, if even as few as 150 grades in key courses are not received by the 72-hour deadline, the registrar's office cannot begin processing the required reports.

Proposal: To mitigate the effects of a tight deadline on faculty who have many final examinations/projects due toward the end of the final examination period and to get academic information to students as rapidly as possible, the following policy has been developed:

- Final grades are due in the Registrar's Office 72 hours after the final examination has been given.
- When the information and documents necessary to schedule building are provided to the chairs for the upcoming semester, the Registrar will also send the final examination schedule for that term. This allows chairs and their faculty to develop teaching schedules that minimize the number of multiple final examinations/projects due at the end of the final examination period.
- Faculty may request an extension beyond 72 hours after the last final examination. Extensions should be requested under only the most extreme circumstances since as few as 150 outstanding grades can stop all administrative processing. *Such requests will require the approval of the department chair and the registrar. The chair will document why multiple finals at the end of the examination period were unavoidable. All requests must be received by the registrar prior to the first day of the last week of classes.* Faculty with such an extension will receive a packet with grade change forms for each student with class information, student name and student id number already completed. Faculty will fill in and sign the grade change form and submit them to the Registrar's Office. In special circumstances, a paper roster may be submitted in place of the grade change forms. Arrangements for this option must be made in advance with the registrar