
FACULTY SUBMISSION OF GRADES

PURPOSE: To provide the means for faculty to submit grades of students.

I. Policy Statement

All faculty of Boise State University shall submit mid-semester and final grades as outlined below.

II. Responsibility

Registrar

III. Procedure

- A. Faculty members shall keep on file their grade book sheets. Upon termination of employment, grade sheets will be transferred to the department chairperson. Part-time faculty should give grade sheets and other pertinent material to the department chair each semester.
- B. Mid-Semester Grades - All faculty are required to submit to the Registrar's Office a report of unsatisfactory progress for all freshmen and transfer students in their first semester who are doing "D" or "F" work at mid-semester.
- C. Final Semester Grades - Final semester grades must be submitted to the Office of the Registrar at the time designated each semester or summer session. Once grades are received, they are considered to be final.