



BOISE STATE UNIVERSITY

University Policy 4000

Faculty Submission of Grades

Effective Date

July 1978

Last Revision Date

March 2014

Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-1202
Office of the Registrar, (208) 426-4249

Scope and Audience

This policy applies to all instructors of graded courses.

1. Policy Purpose

To provide guidelines for submitting student grades.

2. Policy Statement

All Boise State faculty must submit final grades as outlined below.

3. Responsibilities and Procedures

3.1 Guidelines

3.1.1. Grade Records

- a. Faculty members shall keep on file their grade records in accordance with University Policy #1020 (University Records, Archives and Publications).
- b. Upon employment termination, grade records must be transferred to the department chairperson or their designee.
- c. Each semester, part-time faculty should give grade records and other pertinent material to the department chair or their designee.

3.1.2. Final Grades

Final grades must be submitted via my.BoiseState.edu by the time designated each semester or session.

Revision History

March 1992; July 1995; March 2014