

Longwood University
GENERAL ACADEMIC PROPOSAL/POLICY COVER SHEET

This cover sheet is intended to provide information to members of the Educational Policy Committee (EPC) about a new proposal/policy or about revisions to an existing proposal/policy.

If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.

PREPARER: (Originator, Department, or Committee that authored or sponsored this proposal)
Educational Policy Committee

TOPIC: *Grade submission deadline policy for the Faculty Policies and Procedures Manual, Section C, "Grading"*

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

Longwood University currently has no official policy establishing a deadline for the submission of final grades at the end of the term. Most universities and colleges have a grade submission policy in their faculty handbooks. Tradition and convention has required the submission of grades at the end of the regular semesters, and at the end of the summer terms. Grade submission deadlines for winter intersession courses have sometimes been established, sometimes not.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY

(Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

Current Policy: Currently there is no official policy regarding a deadline for the submission of final grades. Tradition and convention has established a deadline for faculty to post grades for regular semester classes at 8:30 on the Monday after the week of final exams. Summer session grades are due at 8:30 on the Wednesday following the end of each summer term.

Proposed Policy:

At the end of the fall and spring semesters, final grades must be posted by 8:30 a.m. on the Monday following final exams week. Grades for partial term courses are also due at this time. Grades for summer term courses are due at 8:30 a.m. on the Wednesday following the end of the each summer term as indicated in the published academic schedule. Grades for the winter intersession must be submitted at 8:30 a.m. on the third day after the end of the intersession as indicated in the published academic schedule. If an instructor is unable to meet these deadlines, he or she should contact the relevant Dean and the Registrar.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

Most universities have clearly established grade submission deadlines in their faculty handbooks. This proposal establishes such a policy for Longwood that reflects what has been traditional for fall, spring, and summer terms. It also establishes a deadline for the winter intersession that is consistent with the other terms. Because there is currently no grading deadline for the winter intersession, students are often unaware of their grades until long after their completion of a course. The proposed deadline ensures that students are informed of their grades in a timely manner at the end of the intersession, and at a time when students' coursework is in the forefront of the grading instructors' minds. This provides students the opportunity to register in the spring to re-take a course that s/he might have failed during the winter intersession.

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