

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:** *Grading deadline for winter intersession and partial term courses*

**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):

*The university has clearly established deadlines for the submission of grades at the end of the regular semesters, and at the end of the summer terms, but not for winter intersession courses and partial term courses.*

**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: The registrar currently requires faculty to post grades for regular semester classes, including partial session courses, at 8:30 on the Monday after the week of final exams. Winter intersession course grades are due at the same time as spring semester classes. Summer session grades are due at 8:30 on the Wednesday following the end of each summer term.*

*Proposed Policy: In addition to the current deadlines, grades for winter intersession classes and partial term classes will be due at 8:30 am the Wednesday following the end date of the term or partial term.*

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

*There are currently no grading deadlines for winter and partial session courses. The lack of a deadline has resulted in grades not being submitted in a timely manner, leaving students unaware of their grades until long after the completion of a course. For example, as of 31 March 2015, there are 29 sections (affecting 368 students) in winter and partial session courses for which grades have not been submitted.*

*The proposed deadline – the Wednesday following the end date of the winter session or partial term – ensures that students are informed of their grades in a timely fashion. For winter session courses especially, this provides students the opportunity to re-take in the spring a course that s/he might have failed during the intersession, and to remain enrolled in spring courses with pre-requisites taken and failed during the winter intersession.*

[DRAFT: 13 April 2015]