

THE
LeMoyne-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Grade Submission (for Faculty)	Effective Date: July 1, 2011	Policy Number: 01-1-026
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Faculty/Division Chairs	

I. Purpose and statement of operational policy underlying the procedure.

Grades are submitted in one of two ways; either through the Power Campus Self Service or via email to the Registrar. Submitting grades via the Self Service system is allowed only during the official grading period at the end of the Fall, Spring, Summer1 and Summer2 terms. Courses that end during a period other than those designated are required to submit grades directly to the Registrar for input into the Power Campus system.

II. Applicability/Scope

All grades for any academic course.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Faculty	Input a grade for every student registered in a class	Completion of class
Registrar	Verifies grade submission	End of term or specific class date

IV. Related policies/References for more information

Authorizing Official: <u>Barbara J. Smith</u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	