

Grade Reporting Policy

The due date for faculty to turn in grades to the Office of the Registrar will be five (5) working days after the end of the final week each semester. (Commencement day shall not count as a working day.) The time required for processing grade reports will be six (6) working days including preparation of grade reports for Data Center processing and mailing. **When reporting final grades, faculty must also report the last date of student attendance for all students who receive grades of F, NC, IN, W, WP, WF, as well as for students for whom no grade is reported.**

Effective for the fall, 2005 semester, all faculty will be required to enter grades electronically via Faculty and Advisor Self Serve. The direct web address for is: <http://www.rowan.edu/selfservice>. Written handouts with step-by-step instructions and demonstration videos on electronic grading are posted at the Information Resources Online Training Center at: <http://www.rowan.edu/irtraining/> Additionally, supplemental information is available at: <http://www.rowan.edu/studentaffairs/registrar/faculty/index.htm>