

## Grade Reports

Responsible Unit: Academics, Vice President's Office

Date Approved: December 2005

Date Revised: August 2015

Full-time and part-time faculty must enter grades for each student into the PeopleSoft student information system following the directions provided by the Registrar. All faculty entering grades directly into this system should print two copies of the grade report and submit these to the division office manager, as the divisions are required to maintain file copies of all grades. Grades should be submitted as soon as possible after the scheduled final examination, but no later than noon on the Monday following the end of final examinations or the date specified by the Registrar for summer sessions.