FACULTY SUBMISSION OF GRADES	
Policy Number: INST-080	**Responsible Department: Instruction**
Effective Date: 12/01/2016	**Last Revision Date: 12/19/2016**

PURPOSE:

To provide guidelines for submitting student grades.

SCOPE:

Applies to all Academic Transfer and CTE faculty teaching graded courses.

POLICY

All CWI faculty who teach graded courses must submit final grades as outlined below.

GUIDELINES

- Final grades must be submitted via myCWI by the date and time designated for each semester or session by the Academic Calendar. Failure to post grades in a timely and appropriate manner may be grounds for corrective action.
- Faculty members shall keep grade records on file a minimum of forty five (45) calendar days after final grades have been posted.
- Upon separating from CWI, grade records should be transferred to the department chairperson or his/her designee.
- For initiated grade appeals and incomplete grade contracts, student records must be kept until the final or updated grade is posted.