

ADMINISTRATIVE PROCEDURE No.3307

Final Grade Report

Date Adopted: 1 April 1993

Date Revised:

Date Reviewed: 24 March 2014

Reference:

The procedure for turning in final grade report is as follows:

1. The final course roster form is prepared by the Admissions and Records Office and is placed in the instructor's mailbox before the last day of instruction.
2. The instructor completes the form(s) and submits the form to the dean of academic programs at National Campus or the instructional coordinator at the state campus.
3. The dean of academic programs or instructional coordinator will verify the grade roster for completeness and sign the form.
4. The grade roster form is then submitted to the Admissions and Records Office not later than two days after the final examination of the academic term. Instructors should check the academic calendar for the deadline for submitting final grades.