

ADMINISTRATIVE PROCEDURE No. AP4300

Submission of Final Grade

Date Adopted:

Date Revised:

Date Reviewed:

References:

The final course roster form is prepared by the Admissions and Records Office and is placed in your mailbox before the last day of instruction.

Complete the roster and make a copy of your grades for your division chair or instructional coordinator. Turn in your original final grades to the dean of academic programs or the instructional coordinator no later than two days after the final examination day of the academic term. At the state campuses, the procedure is similar.

You should check the academic calendar for the deadline for submitting final grades.