



**Undergraduate Grading and Retention of Records
Responsibility**

Responsible Official: **Provost**

Responsible Office: **Office of the Provost**

Policy Purpose

This policy specifies faculty requirements with regard to the assignment of grades in undergraduate courses and the retention of grading records.

Policy Statement

Each instructor determines the individual grade components and percentage value in the calculation of the Final Course Grade (FCG) in undergraduate courses. Instructors are required to report an FCG for every student in the system designated by the Registrar at the conclusion of the term. FCGs are used in the calculation of grade point averages.

Faculty shall retain a copy of all assignments submitted by students and grades related to the assignment of Final Course Grades, including a grade of Incomplete, for one calendar year after the date the Office of the Registrar publishes the grade as final on the student's transcript.

Authority: Focus Act § 49-8-203, et.seq

Previous Policy: Undergraduate Grading Policy

Defined Terms

A defined term has a special meaning within the context of this policy.

Final Course Grade (FCG): A letter designation of a student's achievement of course learning outcomes.

Policy History

Effective Date: 6/18/24

Revision Date:

Procedure N/A

Procedure History

Effective Date:

Revision Date:

Related Form(s)

Scope and Applicability