

UConn

Title	Procedure on Submission of Grades
Procedure Owner	Office of the Registrar
Applies to	All undergraduate and graduate courses governed by the University of Connecticut Senate or Graduate Faculty Council
Campus Applicability	All campuses
Approval Date	December 7, 2023
Effective Date	January 1, 2024
For More Information Contact	Office of the Registrar
Contact Information	registrar@uconn.edu ; 860-486-3331
Official Website	https://registrar.uconn.edu/

BACKGROUND

Grades are the academic assessment of students determined by the instructor of record in accordance with University Senate By-Laws, Rules and Regulations, and By-Laws of the Graduate School.

For undergraduate courses, these procedures draw on the By-Laws, Rules, and Regulations of the University Senate, predominantly Section E: Scholastic Standing. These Rules and Regulations include the definition of the permanent F grade (fail) and temporary N (no basis for grade) grades, which are the relevant non-passing grades for undergraduate students. They also specify that “Semester grades shall be reported to the Registrar as soon as possible after the completion of the final assessment, and in no case later than 72 hours after the end of the final assessment period.”

For graduate courses, these procedures draw on the By-Laws, Rules, and Regulations of the Graduate Faculty Council, predominantly Section VI: Course Grades. These Rules and Regulations define permanent F (fail) and U (unsatisfactory) grades, which are the relevant non-passing grades for graduate students. They also specify that “Instructors are required to file grades with the Office of the Registrar for all credit-bearing courses taken by a student.”

For academic issues, the By-Laws, Rules, and Regulations of the University Senate and Graduate Faculty Council function as policy, including all issues related to the awarding of grades. However, these Rules and Regulations are silent on procedural issues related to the submission process for grades and do not address regulatory requirements for information related to academic engagement. These procedures supplement the Rules and Regulations of the University Senate and Graduate Faculty Council by addressing relevant procedural issues.

PURPOSE

These procedures explain the process for ensuring the academic assessment of students is appropriately notated in the system of record by established timelines. They also ensure compliance with numerous regulations tied to grade reporting, including federal financial aid (Title IV) funding, Veterans Affairs benefits, and Homeland Security rules.

DEFINITIONS

Academic Engagement: is defined within federal regulation 34 CFR 600.2. It defines active participation by a student in an instructional activity related to the student's course of study that is defined by the institution in accordance with any applicable requirements of its State or accrediting agency. This includes, but is not limited to:

- (i) Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students; Submitting an academic assignment;
- (ii) Taking an assessment or an exam;
- (iii) Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- (iv) Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- (v) Interacting with an instructor about academic matters; and

Academic engagement does not include the following examples:

- (i) Living in institutional housing;
- (ii) Participating in the institution's meal plan;
- (iii) Logging into an online class or tutorial without any further participation; or
- (iv) Participating in academic counseling or advisement.

Non-Passing Grade: Grades of F, N, or U, as defined in relevant Senate and Graduate Faculty Council By-Laws, Rules, and Regulations.

Student Information System (SIS): This is the system of record for student grades. PeopleSoft is used for this purpose.

PROCEDURES

Submission of Grades

Final grades should be submitted each semester by the deadlines indicated on the current academic calendar.

All grades must be recorded in the Student Information System (SIS) and can be entered in a variety of methods. Individual grades per student can be entered into the SIS, or a CSV file can be uploaded with partial or complete grades for the class.

Instructions on how to use current software for this purpose are maintained on the website of the Office of the Registrar.

CETL staff in Educational Technologies can provide support with entering grades directly from the learning management system (LMS), which is currently HuskyCT (Blackboard).

Partial Posting

Grades can be submitted in multiple sessions. The grade roster for an individual class or section can continue to be updated until the approval status is set to “approved.” Once this status has changed and the Registrar’s Office has posted grades, instructors will no longer be able to update their grade roster.

When partially posting grades, instructors must click the “save” button before leaving the grade-posting page to save the grades entered so far. The system will allow instructors to display only ungraded students by clicking the relevant check box.

Additional Information Required for Non-Passing Grades

When a student receives a non-passing grade (F, N, or U), federal regulatory compliance requires the University to document the last date of academic engagement (see definition above). When a non-passing grade is entered into the Student Information System (SIS) a date field will open to record the date of last academic engagement. This may be the last known date of attendance or the last date for other forms of engagement that comply with the definition.

The Rules and Regulations of the University Senate state absence from class cannot be used as the sole basis for assigning or reducing an academic grade. However, the requirement that grading be based on mastering the work of the course does not limit in any way the taking of attendance. Where feasible or desirable, taking attendance can be used as an element to meet academic engagement reporting requirements.

If a student has never attended or engaged in the course, the first date of the semester should be used with the N grade to indicate that there has been no evidence of academic engagement at any point. Federal regulatory compliance requires the university to definitively state whether a student has academically engaged in a course and whether they completed the term.

Grade Changes

If instructors need to change a grade that has already been posted, they may do so using the Student Administration System. Grade changes may also be submitted via email, following current directions on the Office of the Registrar website.

ENFORCEMENT

Violations of this procedure may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, and applicable collective bargaining agreements.

REFERENCES

Links to UConn Knowledge Base pages on with current information on submitting grades through all available methods can be found on this page: <https://registrar.uconn.edu/submitting-final-grades/>

PROCEDURE HISTORY

Procedure created: *XX/XX/2023*