



ACADEMIC ALERT #2003-13

DATE: June, 2003
DECISION: National-Louis University Office of the Registrar
National-Louis University Office of the Provost

Addition of Electronic Grade Submission for all Field Courses Grade Deadline Policy

Rationale

Until now, electronic grade submission has been limited to on-campus courses, and was not available for field courses.

Electronic Submission

The Office of the University Registrar has expanded the availability of electronic grade submission to include all field courses, effective Summer 2003. This means ALL courses—on-campus and field—now have electronic grade submission available. This web-based system was designed to be user-friendly and an enhancement to paper grade submission.

Grade Deadlines

University academic policy requires grade submission no later than 7 days after the last class meeting. For accelerated programs— ABS; BSM; BSMIS; HCL; HRMD; MBA; and MSM— the submission deadline will automatically be extended to 14 days.

Adhering to this policy allows the Office of the Registrar to provide services students expect of the university in a timely manner—graduation evaluations and receipt of diplomas, grades needed for employer reimbursement, as well as grades needed to meet prerequisites for the next course, and for next term financial aid disbursement. Faculty who are unable to meet these deadlines due to extenuating circumstances should contact Steve Thompson (CAS; Ext 3860), Keith Smith (CMB; Ext 4370), or Rose-Lynn Jaffe (NCE; Ext 5363) to request an extension.

Faculty who are unfamiliar with web-based grade submission or desire a short ‘refresher’ course are encouraged to contact Colette Currie for orientation to this efficient and time-saving tool. Questions about web grading policies or protocols should be addressed to the Registrar’s Office (see contacts below).

IMPLEMENTATION DATE: Summer Quarter 2003

CONTACTS: Madeleine Waxman, Associate Registrar for Graduate Students Ext 5313
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SIGNATURE

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