Final Grades Due
To receive and record grades in a timely basis.

**Final Grades:** The Academic Senate has adopted a policy which requires that final grades be submitted by an instructor no later than five days after the final exam, excluding Sundays and Christmas. Holidays made up during the Christmas closedown do not count as holidays when determining the due date for final grades according to the Academic Senate (May, 1990).

**Policy Owner:** Academic Senate  
**Contact:** University Registrar  
**Approved By:** Academic Senate  
**Approved On:** May 1990  
**Effective On:** May 1990 and after  
**Review Cycle:** As needed