

### **Reporting grades**

Faculty submit grades electronically either directly through SIS or by entering them in Collab and then uploading them into SIS. All instructors must confirm in SIS (NOT in Collab) that their class rosters are accurate. Please alert me to any discrepancies or problems.

### **Batten Grade Distributions**

To ensure some consistency across courses, the Batten School adheres to the following:

**For all Batten courses (Undergraduate and Graduate – elective and core), faculty are encouraged to aim for an average course GPA of 3.5.**

Recently there have been some extreme deviations from this average. If you are teaching in the Batten School and feel a pedagogical need to deviate from this target, please let Associate Dean, Craig Volden, know. He is happy to talk through any such exceptions.

**Again, final grades are due within 48 hours of the final exam date.**

**If you are not administering a final exam, please submit grades as soon as possible and no later than WEDNESDAY, DEC 19 at 5:00pm.**

### **Grade Changes**

Error in calculation or transcription is the only acceptable reason for a grade change. Grades cannot be changed after a degree is conferred, or more than one semester following the end of the course, whichever comes first. Instructors may change grades electronically for winter term and spring semester through December 31 of that year, and for summer sessions and fall semester through May 31 of the following year. After this point, instructors must submit a grade change form to the Assistant Director of Academic Programs and Registrar, Kristine Nelson, who will seek approval from the Dean.