**Grade Submissions Policy**

Faculty members are expected to submit midterm and final grades through the faculty portals at the appointed times in the academic year. Please refer to the faculty portal manual for instructions on how to set-up and submit graded assignments. Final grades must be submitted through the faculty portal by the date designated in the Academic Calendar.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 7.05.4  
Policy Revised:*