From: Michael Armstrong, Associate Provost  
To: All Florida Atlantic University Faculty  
Subject: Grade Submission  
Date: September 30, 2009

Dear colleagues:

As we have now begun a new academic year at Florida Atlantic University the Office of the Provost would like to call your attention to an issue of significant importance while there is still time to act; the issue is the timely submission of course grades. Each term approximately two percent of student grades are submitted after the deadline, frequently resulting in great hardship for students.

Late submissions of grades can and often do adversely affect students in regard to eligibility for scholarships or other forms of financial aid, athletic eligibility, tuition reimbursements, veterans’ benefits, honors and awards, graduation, employment actions, admission to graduate study, and academic actions (probation, suspension). Timely grade submission is a fundamental element of faculty contractual and professional responsibilities. To minimize potential disruptions during the grade submission period all faculty members are encouraged to review their class lists now to ascertain both access and their designation as the appropriate instructor of record.

Some universities have adopted financial and other penalties to assure full compliance with timely grade submission requirements, including delays in paycheck issuance, fines, and other disciplinary and administrative actions. Florida State University, for example, has for ten years employed a system of fines for grades submitted after the deadline.

In an attempt to increase awareness and minimize this problem during the current academic year at the end of the Fall and Spring terms the university will identify all FAU grades (with appropriate exceptions) that are initially submitted after the posted deadline. The Provost’s Office will then notify each affected college, department, and faculty member of such late submissions along with a notation of the applicable fine that would be imposed under a system such as that utilized at Florida State. All concerned hope that the current approach will diminish this problem to such an extent that further action will be unnecessary.