

# Grading Deadlines and Policies

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More information about many of these subjects is available on the Grading FAQ's page which you may access through <http://registrar.gmu.edu/fss/pweb/>

## Deadlines

**Midterm Evaluation Period:** Midterm evaluations for 100- and 200- level courses must be submitted between the fourth and eighth week of the Fall and Spring semesters, excluding the week of Spring break. Evaluations are due by Friday of the eighth week of classes: consult the University Calendar for specific dates. The deadline for midterm evaluations is firm, with no grace period. Instructors will be unable to access a midterm grade roster after the deadline for submission has passed.

**Final Grading:** Final grading is conducted according to the end date of the course to be graded. Rosters will be available online near the last day of the session or term (semester) of the course and will remain available until all grades are submitted.

**Forty Eight Hour Deadline:** University policy requires that final grades be submitted within 48 hours after administration of the final exam for the course. The deadline for independent study courses with no exam is within 48 hours after the last scheduled final exam for the university.

## Valid Grades

Patriot Web is programmed to display on the grade roster only valid grades established for each student in a course. As you grade each student and click the drop down menu in the 'Grade' column, your choices will be limited to the regular and administrative grades appropriate for your course or for a grading option a student has elected for that course (audit, satisfactory/no credit).

Please read the Academic Policies section of the current University Catalog for more information regarding grading undergraduate and graduate level courses and additional grade notations.

You may also wish to read the Grading FAQ's listed on the Registrar's Faculty and Staff Services page at <http://registrar.gmu.edu/fss/pweb/>.

## Grade Changes

Grade changes cannot be made via Patriot Web once the grade entered has been 'rolled' to calculate credits and GPA. This generally happens nightly. Paper forms are required and may be obtained from your departmental Grading Coordinator (see restrictions below).

Grade changes may be entered only by the instructor through Patriot Web until the end of the mid-term evaluation period. No changes are possible (including those submitted on paper) after the evaluation period has ended.

Grade changes are accepted via paper for final grades only, with the following restrictions (see University Catalog 2004-2005, page 35):

- Additional student work may not be accepted in order to improve a student's grade once it has been submitted to the Registrar.
- Final grades may be changed only because of instructor's recording or calculation error, and must be submitted using a paper *Change of Grade* form, bearing proper approval signatures.

*Change of Grade* forms are available in academic department offices and must be submitted to the Registrar's Office no later than the last day of classes in the term following that in which the course was taken.

## Grade Posting

Grade reports are not mailed to students. Instead, students may access and print their grades and midterm evaluation using Patriot Web.

Final grades are usually available on students' records the day following submission. Midterm progress reports may be viewed by students as soon as the instructor submits their evaluation through Patriot Web.

The grade displayed to the student will always be the latest grade submitted. Be aware that the grade displayed may be the translation of the grade you submitted according to the chart below.

<b>Administrative Grade Assigned by Instructor</b>	<b>Translation to Internal Grade</b>	<b>Grade Displayed on Official Documents, Patriot Web</b>
SA	F	F
NA	F	F
HC	NR	NR

The public posting of student grades by student name or any portion of the ID number- at any time, in any format- is not allowed at George Mason University. This policy adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended.