

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: I:05:00

Date: September 1987

Updated: August 2005

SUBJECT: **Final Grades**

Final grades must be submitted via SABRE (www.buffalostate.edu/sabre/facstaff) for every student appearing on the class roster in accordance with the instructions of the Registrar or other appropriate administrative office. Ordinarily grades must be reported within 48 hours after the final exam is given.

It is exceedingly important that grades be submitted on time as late grades may have far-reaching effects on the student.

The probationary status of the student can only be determined by final grades. This status will affect his/her right to register for the next semester or to undertake student teaching. Acceptance at other institutions for graduate or undergraduate work may be delayed or forfeited due to incomplete academic records; eligibility for registration in certain courses and acceptance into some majors is determined by cumulative grade point average and grades in prerequisite courses; eligibility for acceptance into all minors is determined by cumulative grade point average; prospective employers often require a complete copy of the academic record.

Determination of eligibility for graduation also requires prompt grade reporting.

The Family Policy Compliance Office of the U.S. Dept. of Education has issued a FERPA opinion letter which changes past guidance regarding the posting of grades. It is not acceptable to post test scores using any portion of a student's social security number or student ID number.

Source: Registrar Memo, December 2004 & *Faculty Handbook* 2005, pg. 3.13