

Issue: Deadline for midterm grade entry into Banner

The HPX department is concerned that having a midterm grade deadline fall at the end of the 8th week of classes makes it difficult, and in some cases onerous, for some professors to submit grades by that Friday. Many classes offer tests that week which form the basis of a midterm grade, and theoretically a professor who teaches class on Friday would be expected to submit grades based on a test given that day in order to comply with the deadline. Evaluating papers due that week would also produce a hardship situation.

The HPX department would like the Senate and the Registrar's office to consider how this policy might be changed to allow for more leeway.

The crux of the issue seems to be the relationship between when grades are due and when students must apply to withdraw from a course without academic penalty. This semester, the spread between those dates was 3 weeks. Two solutions seem practical:

- a) shorten the time frame between when grades are due and when students must withdraw by pushing the grade deadline back and leaving the withdraw W date the same
- b) keep the time frame between the two dates the same by pushing both dates back an equal amount of time

There are two potential reasons why solution A may not work. One: the registrar's office must enter some professor's grades manually, since not all faculty are submitting grades on-line. Thus, it takes some time to do that data entry, leaving less time to notify students. Two: The registrar's office sends out grade notifications via surface mail. This involves time for printing, stuffing, and mailing. Given the current system, it may be that the Registrar indeed needs two-three weeks to ensure the job is done correctly.

Solution if we adopt a): all professors MUST begin to submit grades electronically. The registrar's office MUST begin delivering grade notifications via email (thus, all WCSU students must carry a WCSU email account).

This solution seems to carry additional merit beyond making the time frame problem disappear – it would reduce the financial cost of carrying out the process.

WCSU Senate agenda item: April 2005