

Grade Submissions

The university believes that regular assessment of students and feedback to them is essential to effective teaching and learning.

All faculty must report final grades through the [Associate Vice Provost and University Registrar's](#) secure website [by the published deadlines](#). Official grades are maintained in the Office of the [Associate Vice Provost and University Registrar](#).

Faculty may make grades available to students [through the learning management system or in person](#). [Faculty should not post class rosters outside offices, in classrooms, publicly available websites, or other public areas.](#) Students should be encouraged to view their posted grades through the [Associate Vice Provost and University Registrar's](#) secure website, www.leonline.odu.edu.

Student records are [protected](#) by the Family Educational Rights and Privacy Act of 1974 (FERPA). In no case should the student's name, social security number or any other personally identifiable information be posted or released verbally or in written format to anyone other than the student. Students should be referred to the Office of the [Associate Vice Provost and University Registrar](#) for official release of information.

- Approved by the provost and vice president for academic affairs
September 5, 2003
Revised July 16, 2008
Revised January 12, 2020
Revised January 15, 2021
Revised November 17, 2022

Commented [A1]: Dean's policy review complete
Discussed with IMO on 1/27/25
Completed AALT review
Ready for Faculty Senate review

We agreed to remove reference to the early alert grades. Those are only for UG courses and are different from real "grades". That should be a separate policy or procedure. The timing of the early alert grades (5th week) is only relevant to regular semester courses and should be governed by procedure, not policy.

We removed references to specific dates when grades are due and instead referred to "published deadlines."

Deleted: Therefore, faculty members will provide all students with an evaluation of their progress in a course prior to mid-semester. Therefore, faculty members will give all students an evaluation of their progress in a course before mid-semester. Faculty teaching 100- and 200-level undergraduate courses will provide specific feedback regarding progress in the course by submitting submit an early alert grades by the beginning of the fifth week of classes in the fall and spring semesters. Instructions for submitting early alert grades are sent out every semester by the Center for Advising Administration and Academic Partnerships.

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Deleted: At the end of exam week in the Fall semester (exams finish on a Friday), the final deadline for grades for the semester will be the following Tuesday at noon. In the Spring semester (exams finish on a Wednesday or Thursday), the final deadline for grades for the semester will be the following Monday at 5 pm.

Deleted: An online process for grade changes is available to faculty if the grade to be changed is not older than two semesters. In these cases, the instructor of record makes the change online. If the grade to be changed is older than two semesters, the instructor submits an Academic Record Change Form (H-1002) to the chair, who forwards it to the university registrar if it is approved and notifies the instructor of reasons for denial if it is not approved. A report of grade changes made online is available to department chairs in Leo Online in the Faculty & Advisors menu. (... [1])

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