



## Grading Deadlines Policy

### I. Grading Deadlines

- A. Grades for the fall and spring semesters must be submitted to the Registrar no later than seven calendar days before the first day of classes of the next semester or term. When this deadline falls on a weekend or College of Law holiday, the deadline is moved to the preceding working day. The Registrar, after consulting with the Associate Dean for Academic Affairs, may adjust a specific semester's grading deadline up to three days ahead or back of the usual deadline. A January deadline should always fall at least one day after the date that the Registrar's Office re-opens after the Winter Break
- B. Grading deadlines for summer sessions, study-abroad programs, and other programs not otherwise addressed in this policy will be established by the Registrar, in consultation with the Associate Dean for Academics.

**II. Grades for Visiting Students:** Visiting students will be treated the same as College of Law students. Thus, visiting graduating students' examinations will be graded on the same schedule as graduating College of Law students. However, visiting students may need their grades before this deadline. These students should note that the College of Law deadline cannot be changed to accommodate individual requests. Visiting graduating students should consider this policy in making their decision to visit Stetson University College of Law.

**III. Deadline Extensions:** The grading deadlines set forth above will not be extended except when the professor presents serious, compelling circumstances to the Associate Dean for Academics or Dean. Non-exhaustive examples of serious, compelling circumstances include the professor's hospitalization and a death in the professor's immediate family. If the professor anticipates that he or she cannot meet the deadline, the professor should contact the Associate Dean for Academics as soon as possible.

**IV. Posting Grades:** The Registrar's Office will post grades via the web as soon as possible and typically within two business days after submission by the faculty member. Grades are deemed submitted when a hard copy of the grade roster, signed by the professor, is received by the Registrar's Office. The Registrar has the authority to accept grades in another format if the circumstances require.