

- Section 7 Grades 7.1. Instructors are required to submit to the Director of Student Administrative Services mid-semester grades and final grades. Mid-semester grades are due in the Director of Student Administrative Services Office within seventy-two (72) hours of the closing date published in the University calendar; final grades are due within seventy-two (72) hours of the time the examination is completed by the students. 7.2. It is crucial that mid-term grade reports reflect the instructor's actual evaluation of students' progress. Graded assignments must be given early in the semester, and regularly, prior to the calculations of the mid-term grades. This practice ensures adequate feed-back to students and evidence upon which the instructor may make his/her evaluation of student progress. 7.3. Details of the undergraduate and graduate grading systems are described in the "Academic Regulations" section of the University Catalogue