



**BOISE STATE UNIVERSITY**

University Policy 4005

## Faculty Submission of Grades

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### **Effective Date**

July 1978

### **Last Revision Date**

March 2014

### **Responsible Party**

Provost and Vice President for Academic Affairs, (208) 426-1202  
Office of the Registrar, (208) 426-4249

### **Scope and Audience**

This policy applies to all instructors of graded courses.

### **Additional Authority**

- University Policy 1020 (Public Records Management)
  - University Policy 3180 (Changes in Final Grades)
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## **1. Policy Purpose**

To provide guidelines for submitting student grades.

## **2. Policy Statement**

All Boise State faculty must submit final grades as outlined below.

### 3. Guidelines for Grade Records

- a. Faculty members shall keep on file their grade records in accordance with University Policy 1020 (Public Records Management).
- b. Upon employment termination, grade records must be transferred to the department chairperson or their designee.
- c. Each semester, part-time faculty must give grade records and other pertinent material to the department chair or their designee.

### 4. Guidelines for Final Grades

Final grades must be submitted via [myBoiseState](#) by the time designated each semester or session.

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### Revision History

March 1992; July 1995; March 2014