

**APPENDIX Q**  
**GRADE SUBMISSION**  
Foothill-De Anza Community College District

**Policy**

The District and Faculty Association agree that grades must be submitted via the District Portal no later than the third working day after completion of the final examination period.

**Rationale**

The timely collection of grades is necessary for the following reasons:

- Students receive grades promptly.
- Student transcripts can be sent to transfer institutions and employers on a timely basis.
- Disqualified students can be notified prior to the start of a subsequent term.
- Repeats can be checked faster and more thoroughly. This eliminates incorrect dropping of students from courses in which they received substandard grades the first time.
- Admissions and Records personnel can work more efficiently and thus more economically.

**Non-compliance**

The following procedures will be implemented when an instructor's Final Grade Reports and attendance records are not received by the published deadline for any term, including summer:

1. The first instance of unexcused failure to meet the deadline for turning in grades will initiate the issuance of a warning letter from the appropriate administrator to the faculty member and to his/her permanent file. This letter will outline the procedures if future grade deadlines are not met.
2. The second instance of unexcused failure within six terms of the first instance will result in the issuance of a letter of reprimand from the Board itself to the instructor and to his/her personnel file.
3. The third instance of unexcused failure within six terms of the second instance will result in a recommendation to the Board of Trustees that they commence proceedings to suspend the instructor without pay for two days. For temporary part-time faculty, a third occurrence will initiate the procedures set forth in Section 7.19 of the *Agreement* leading to the termination of re-employment preference with the College.
4. Any further instance reflects a chronic and severe condition that will result in added and potentially more severe disciplinary action, possibly leading to dismissal.

**Extenuating Circumstances**

1. If a faculty member has an emergency related to his/her home or immediate family member or is ill, he/she shall notify the Division Dean in a timely fashion and be granted a reasonable extension. This notification shall preclude the implementation of the procedures regarding non-compliance, steps 1 through 4, above.
2. If a faculty member is responsible for grades in a program which involves personnel who are not contract or regular faculty employees of the District and said personnel do not provide the contract or regular faculty employee with the information necessary to assign grades within the specified time period, the faculty member shall

notify the Division Dean and a mutually agreeable time shall be established for the submission of grades. This notification shall preclude the implementation of the procedures regarding non-compliance, steps 1 through 4, above.