



UNIVERSITY of MARYLAND SCHOOL OF NURSING

Registration Grading Policy

Responsible Administrator: Director, Office of Registrar and Students Placements

Sponsoring Unit: Office of Student and Academic Affairs,
Office of the Registrar and Students Placements

Effective Date: 06/01/2020

Last Reviewed: 06/21/2022

Next Scheduled Review: 03/2024

POLICY STATEMENT

This policy establishes rules, documents procedures, and identifies responsibilities related to submission of final grades for University of Maryland School of Nursing (UMSON) students. This policy does not, nor does it intend to, address criteria or guidelines regarding the assessment of, feedback to, or determination of grades by instructors.

RATIONALE

Students experience significant negative results from late or missing final grades including but not limited to delay in academic standing notification, non-certification for degree, missed scholarship opportunities, jeopardized financial awards, and emotional stress. University departments need timely entry of final grades to perform end-of-year reporting and to submit to appropriate governing bodies. Instructors need clear rules on how final grades are entered, when final grades are due, and where responsibility for entering final grades resides.

SCOPE

This policy applies to all people responsible for entering final grades.

School of Nursing Policies and Procedures

- [Disability Disclosure and Reasonable Accommodations](https://www.nursing.umaryland.edu/student-life/handbook/disability/)¹

¹ <https://www.nursing.umaryland.edu/student-life/handbook/disability/>

- UMSON Policy on Faculty, Student, and Institutional Rights and Responsibilities for Academic Integrity (in the [Student Handbook²](#))

CONTACTS

Office of the Registrar and Students Placements

Office of Student and Academic Services

nrsregistration@umaryland.edu

DEFINITIONS

- **Final grade:** final letter entered, based on the numerical number assigned in the UMSON Student Handbook, indicating student's performance and achievements according to course objectives; appears on student's transcript; used to determine academic standing.
- **Instructor:** faculty on record in the class schedule posted in Banner for that course section in the current term.
- **Course coordinator/director:** faculty assigned to oversee the course.
- **Academic department:** five divisions within UMSON devoted to a particular academic discipline or activity.
- **Faculty Web:** software application within the student management system, Banner, also referred to as SURFS or SIMS, for faculty to review rosters and enter final grades.

RESPONSIBILITIES

The UMSON Office of the Registrar and Student Placements will:

- add final grade deadlines to the academic calendar
- facilitate an annual faculty training on grade submission and the use of Faculty Web
- post reminders of deadlines to The Elm
- ensure instructor assignments received from departments are entered in the class schedule
- send notification 24 hours prior to the grade submission deadline to all instructors missing grades
- send notification to department chairs of any instructors missing final grades by close of business on grade deadline date.

Instructors will:

- check Faculty Web for all course assignments for the current semester at least four weeks prior to the final grade deadlines

² <https://www.nursing.umaryland.edu/student-life/handbook/>

- report any errors or missing courses to their department vice-chair or chair for UMSON at USG
- enter final grades in Faculty Web by the grading deadline
- roll grades to “history” to appear on a student’s transcript; instructors may roll grades as often as needed
- review the academic calendar and plan course activities to meet final grade deadlines.

Course coordinators will:

- notify instructors in their courses of the responsibility to enter final grades via Faculty Web
- ensure new instructors review the Faculty Web training posted on the intranet.

Academic departments will:

- submit all instructor assignments to the Office of the Registrar and Student Placements at least one week prior to the start of the semester
- forward updates or corrections to instructor assignments to the Office of the Registrar and Student Placements for updating during the semester
- upon receipt of the list of missing grades, follow up with instructor(s) to develop a plan to enter grades as quickly as possible
- submit to the dean a list of instructors who demonstrate a pattern of delinquency in reporting final grades
- place a notation in an instructor’s personnel file for consideration during performance reviews when that instructor demonstrates a pattern of delinquency in reporting final grades.

The dean will:

- send notification to instructors who demonstrate a pattern of delinquency in reporting final grades that a notice has been placed in their personnel file.

PROCEDURES

- Final grades are entered via Faculty Web only.
- Only instructors assigned to the section on the class schedule in Banner may enter grades for that section.
- All final grades must be “rolled to history” to complete the final grading process.
- Any grades not received by the “roll to history” deadline of the University of Maryland, Baltimore (UMB) registrar will receive a letter grade of ‘NM’ and appropriate letter grades can only be entered with a change of grade form.
- Instructors must complete individual forms for each student missing a grade.

- The [academic calendar](#)³ on the UMSO website details the dates for grade submission.
- The instructor maintains the responsibility of ensuring all grades are submitted by close of business on the deadline date each semester.
- The Office of the Registrar and Student Placements emails faculty a reminder the day before the grade deadline.
- On the deadline day, the Office of the Registrar and Student Placements emails any faculty with outstanding grades to inform them that they must submit by 4 p.m. or their name will be forwarded to their department chair.
- The Office of Student and Academic Services reports to the department chair **all** courses without final grades by end of day on the date of the grade submission deadline.
- Instructors must access Faculty Web to submit grades for their corresponding course(s) before the close of the grading period.
- Grades applied to the student's academic record according to the UMB deadline.
- If a grade of 'NM' is given to PhD students in NURS 899, the instructor must note that the student has an outstanding or pending completion date for a thesis or dissertation.
- If a grade of 'NM' is received in a prerequisite or co-requisite course, the student will be dropped from any corresponding co-requisite or prerequisite course(s) for the upcoming term.
- A grade of 'W,' 'WP,' or 'WF' must be submitted by the assigned instructor for **all** drop forms submitted following the fourth week of the semester. The drop form is accessible via Web Now, and instructors will receive an email when a drop form is available for review. Grades of 'WP' or 'WF' are not calculated into a student's grade point average but do determine the attempts for course completion and the student's academic progression.

FORMS AND TOOLS

- [Faculty Web PowerPoint](#)⁴

These tools assist faculty to ensure timely submission of final grades.

DATE AND SIGNATURE

Date: June 21, 2022

Approved by the Dean:



³ <https://www.nursing.umaryland.edu/academics/calendars-events/>

⁴ <https://www.nursing.umaryland.edu/intranet/faculty-development/faculty-web-trainings/>