



Policies & Procedures Memorandum

September 18, 2017

To: Chief Academic Officers

From: Vivek Upadhyay, University Registrar

Policy for Final Grade Submission Deadlines

Beginning Fall 2017, City University of New York (CUNY) will implement a university-wide Final Grade Submission Deadline policy. Given the variety of student-centered application, enrollment and graduation transactions that needs to be completed in a timely fashion, **all CUNY institutions will require undergraduate final grades to be submitted no later than three business days (72 hours) after the last day of the final exam period for the term/session.** Individual colleges may impose more stringent deadlines if they so choose. This date will be published in the Academic Calendar.

Submitting grades on time prevents delays students may experience related to Enrollment processes, Transcript requests, Scholarships/Honors awards, Degree verifications by employers, Conferral of degrees, Financial Aid Satisfactory Academic Progress Calculation, Academic Standing Calculation, and mailing of diplomas.

Given that the wide range of Graduate/Professional programs offered at the University have significantly less standardization in their instructional delivery models and practices, this policy allows campuses offering Graduate/Professional programs to use the 72 hours deadline or establish alternative grade submission deadlines for courses offered in these programs.

Please contact Office of the University Registrar at our@cuny.edu, should you have any questions or need more information.

Cc: Chancellor
Chancellor's Cabinet
University Executive Director of Enrollment Strategy and Management
University Dean of Institutional Research and Assessment
University Dean of Undergraduate Studies
Enrollment Management Council Members
University Council of Registrars