



Alfaisal University

Grades Submission Policy

Introduction

Faculty members must submit grades according to the policy below.

Policy

Grades must be submitted within 2 days following the exam:

- Any blank grade will be translated to [**F**].
- Grades must be submitted as letters only.
- If the student didn't attend the class, the instructor must contact the registration office.
- Final grades are due within 72 hours after the scheduled final exam date/time.
- Only the instructor with grade approval authority for the course will have access to approve the final grades for submission to be posted to the student's record.
- Grades will be available to students via NetClassroom.

NOTE: Late grade submissions create problems on students' records. They delay important reports and prevent registration for future classes when prerequisites are involved. They also create unnecessary processing issues requiring manual intervention.

Procedures

- Instructors must enter grades into the Final Grade Roster in [Faculty Access for the Web](#). If you do not see your student listed in your course, report their names to the Registrar's.