

Allegany College of Maryland  
**GRADES AND GRADE REPORTS**

Adopted date 11/17/1986  
Revised Date (if applicable) 11/2/2022  
Approved by Board of Trustees 11/21/22  
Implementation Date 11/21/22  
Type of Policy: Faculty  
Grades/Grade Reports

**BACKGROUND AND PURPOSE**

**POLICY**

**I. SCOPE OF THE POLICY**

All part-time and full-time faculty teaching the current semester.

**II. POLICY STATEMENT**

Unless arrangements are made with the Registration Office prior to the deadline, all grades must be electronically submitted by the due date and time listed on the Academic Calendar.

**III. SECTION(S) AS NEEDED (ADD SECTIONS APPLICABLE TO THIS POLICY)**

N/A

**IV. PROCEDURES**

Allegany College of Maryland shall adopt necessary procedures to implement this policy; and Allegany College of Maryland may adopt additional policies for specific compliance standards, as necessary.

**V. OTHER PROVISIONS**

N/A

**VI. ADMINISTRATION OF POLICY**

Each semester, directions for submitting mid-term and final grades will be sent out by Admissions & Registration and/or the Office of Instructional and Student Affairs.

**VII. CHANGES**

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.