

# SOP Template: Timelines for Grade Submission and Reporting

This SOP defines the **timelines for grade submission and reporting**, establishing clear deadlines for instructors to submit grades, guidelines for review and approval processes, and schedules for reporting final grades to academic departments and students. The objective is to ensure timely, accurate, and consistent grade management to support academic integrity and student progress tracking.

## 1. Purpose

To establish standardized timelines and procedures for the submission, review, approval, and reporting of course grades.

## 2. Scope

This SOP applies to all instructors, academic departments, and administrative staff involved in the grade management process.

## 3. Responsibilities

- **Instructors:** Submit grades by the stated deadline and ensure accuracy of reported grades.
- **Department Chairs/Program Heads:** Review and approve submitted grades for accuracy and compliance.
- **Academic Administration:** Finalize and report grades to students and relevant stakeholders.

## 4. Timelines

Action	Responsible Party	Deadline
Final assignment/exam completion	Students/Instructors	End of semester/term (Date X)
Submission of final grades to system/portal	Instructors	Within 5 business days after Date X
Review and approval of submitted grades	Department Chair/Program Head	Within 2 business days after instructor submission
Final posting of grades to student records	Academic Administration	Within 2 business days after departmental approval
Release of grades to students	Academic Administration	No later than 10 business days after the end of semester/term

## 5. Procedure

1. Instructors calculate and review final grades for all students in their courses.
2. Grades are submitted via the official academic portal/system within the specified deadline.
3. Department chairs/program heads review submitted grades for accuracy and compliance with academic policies.
4. Approved grades are forwarded to academic administration.
5. Academic administration posts final grades to student records and notifies students via official communication

channels.

## **6. Exceptions**

Requests for extensions or modifications to these deadlines must be submitted in writing to the academic administration, citing valid reasons (e.g., illness, technical issues).

## **7. Related Documents**

- Academic Calendar
- Grade Change Request Form
- Academic Policies and Procedures Manual

## **8. Review and Revision**

This SOP will be reviewed annually and revised as needed to ensure continued relevance and effectiveness.