

Policy Number/Title: 2.2.22 Grade Reports
Effective Since: 04/19/2021
Last Revision Approved: 04/19/2021
Responsible Office: Academic Affairs

1. Scope:

This policy applies to faculty.

2. Definitions:

This section was intentionally left blank.

3. Policy:

It is the responsibility of the instructor at the end of each semester and summer term to report final grades to the Office of Records and Registration, using wingspan.winthrop.edu

After each semester and summer term, the instructor should check their class rosters showing the grades assigned. He/she should check this for errors; and, if errors are detected, they should be reported to the Office of Records and Registration by use of the grade change procedure. Such changes should be made within one month of the end of the semester or summer term.

4. Procedures:

This section was intentionally left blank.

5. Resources:

This section was intentionally left blank.

6. History of Revisions:



04/19/2021 Minor Revisions
09/01/2018 Minor Revisions
03/01/2013 Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: