



EAST TENNESSEE STATE
UNIVERSITY

Graduate School Grading and Retention of Records Responsibility Policy

Policy Effective Date: 12/17/2024 • **Policy Revised:** Insert
Procedures Effective Date: 12/17/2024 • **Procedures Revised:** Insert

Policy Name: Graduate School Grading and Retention of Records Responsibility

Policy Purpose

This policy specifies graduate faculty requirements with regard to the assignment of grades in graduate courses and the retention of grading records.

Applicability

This policy is applicable to graduate faculty teaching graduate courses.

Responsible Official, Office, and Interpretation

The Dean of the Graduate School and Graduate Council are responsible for the review and revision of this policy. For questions about this policy, please contact the Dean of the Graduate School. The Provost in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Final Course Grade (FCG)

A letter designation of a student's achievement of course learning outcomes.

Policy

Instructors determine the individual grade components and percentage value in the calculation of the Final Course Grade (FCG) in graduate courses. Instructors are required to report an FCG for every student enrolled in their course(s) in the system designated by the Registrar at the conclusion of the term. FCGs are used in the calculation of grade point averages.

Instructors or the department shall retain a copy of all assignments submitted by students and grades related to the assignment of Final Course Grades, including a grade of incomplete, for one calendar year after the date the Office of the Registrar publishes the grade as final on the student's transcript.

Policy Name: Graduate School Grading and Retention of Records Responsibility

Procedure

N/A

Policy Name: Graduate School Grading and Retention of Records Responsibility

Authority and Revisions

Authority: Focus Act § 49-8-203, et. seq.

Previous Policy: N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.