# [Office of the Provost](https://provost.uark.edu/)

[and Executive Vice Chancellor for Academic Affairs](https://provost.uark.edu/)

# Faculty Handbook: Academic Responsibilities of Faculty

2.4 Grades and Exams

[The grading system in general use at the university is stated in the current catalog under the heading Grades and Marks (https://registrar.uark.edu/faculty-staff/grading.php). The Law School, the E. Fay Jones School o](https://registrar.uark.edu/faculty-staff/grading.php)f Architecture and the Dale M. Bumpers College of Agricultural, Food and Life Sciences may evaluate on a plus and minus grading system.

The Faculty Senate has gone on record as affirming the fundamental responsibility of instructors to inform students of their progress in courses as accurately and completely as possible. In meeting this responsibility, early progress grades are entered into the student information system by faculty by the end of six weeks for students in 1000- and 2000-level courses. Early progress grade reports are issued to students in the seventh week, as soon as possible following submission by instructors, with the reports made available to deans’ offices for advisors.

Each faculty member is expected to select appropriate times for the periodic examinations that are necessary or desirable during the course of the semester, but if examinations are to be given at times other than the regular class period, these times must be published in the Schedule of Classes, included in the syllabus, and announced at the first class meeting.

[Faculty members are advised to note the terms of the “Grade Appeal Structure for Undergraduate](http://catalog.uark.edu/undergraduatecatalog/academicregulations/studentacademicappeals/)

[Students (http://catalog.uark.edu/undergraduatecatalog/academicregulations/studentacademicappeals/)](http://catalog.uark.edu/undergraduatecatalog/academicregulations/studentacademicappeals/)” in which is implicit the assumption that instructors will include grading and make-up policies in the syllabus for the course or at the course web site, and/or announce such policies at the beginning of class meetings for [each course. See the Student Grade Appeal Procedures (https://catalog.uark.edu/undergraduatecatalog/academicregulations/studentacademicappeals/)](https://catalog.uark.edu/undergraduatecatalog/academicregulations/studentacademicappeals/) for [undergraduate students and the Academic Grievance Procedure (https://catalog.uark.edu/graduatecatalog/objectivesandregulations/#grievanceprocedurestext)](https://catalog.uark.edu/graduatecatalog/objectivesandregulations/#grievanceprocedurestext) for graduate students.

[All final examinations must be given at times specified in the final exam schedule (http://registrar.uark.edu/registration/final-exam-schedule/index.php). An except](http://registrar.uark.edu/registration/final-exam-schedule/index.php)ion exists when faculty members must reschedule a final exam when a student is scheduled for more than two exams on the same days if so requested. Typically, the class with the smallest enrollment is the one rescheduled for the student. Whenever extreme circumstances make necessary a deviation from the announced schedule for final examinations, clearance for such deviation must be obtained in advance from the appropriate college dean and the Provost and Vice Chancellor for Academic Affairs. Consistent with Campus Council policy of 1989, it is the policy of the university to minimize student participation in extracurricular activities during the final examination period. No meetings, social activities, athletic events, or other extracurricular activities, which

require student participation, will be scheduled on Dead Day or during the final examination period. Any exceptions to this policy must receive prior approval from the Provost and Vice Chancellor for Academic Affairs.

Final examinations in the summer term and intersessions courses are to be given at the final scheduled class session.

Faculty are encouraged to make all grades available to students at least 24 hours prior to the start of the scheduled final exam. Any exceptions to this recommendation should be directly communicated by the instructor on record.

Faculty members are responsible for entering final grades into the student information system as directed [by the Office of the Registrar. See the grading system statement (https://catalog.uark.edu/undergraduatecatalog/academicregulations/#gradesandmarkstext)](https://catalog.uark.edu/undergraduatecatalog/academicregulations/#gradesandmarkstext) for more information.

Campus Council policy (1978) provides that instructors are to report final grades as soon as possible and no later than two working days following the end of the final exam period.

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