

RESOLUTION-POLICY

<input checked="" type="checkbox"/>	Action Item
<input type="checkbox"/>	For Information Only

From: Dr. Eric Milou, President, Rowan University Senate
To: Dr. Ali Houshmand, Provost
Date: November 26, 2007
RE: Senate Resolution

Resolution/Policy: Policy on Manual Entry of Grading

Background:

In the rare case where exigent circumstances prevent a faculty member from entering final grades, validating class rosters, or reporting last date of attendance (LDA) information into Banner directly, the faculty member may provide the information in writing to the chair of the department on a form signed by the faculty member. This form also must be signed by the department chair and the dean or his/her designee then forwarded to the Registrar's office for manual entry.

Acceptance:

I give my approval. I have forwarded this item to _____ for implementation.

No approval is actually needed. I have forwarded this item to the following individual or office for informational purposes only:

ADDITIONAL REVIEW NEEDED:

I am willing to give approval if the following modification(s) are made:

Before I can approve or reject this item, I need clarification on the following:

I have forwarded this item to the following individual or office for further consideration and consultation.

Rejection:

I decline acceptance of this item for the following reason:

Please Return this Copy to the University Senate President ~ Retain a Copy for Your Records