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3.2 Registrarial Policies

Saint Mary's College of California

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3.2 REGISTRARIAL POLICIES

3.2.1 ACADEMIC CALENDAR

The college constructs and keeps a rolling five-year academic calendar. This includes the start and end dates for each of the various semesters, terms, and quarters taught at the college, the academic and non-academic holidays, and other important events (e.g. Commencements). The Vice Provost for Undergraduate Academics and Vice Provost for Graduate and Professional Studies are responsible for the creation and maintenance of the academic calendar. Each year the Vice Provosts present an updated five-year academic calendar to the Academic Senate who review and approve the fifth year.

The specifics of the calendars for each program, whether undergraduate, graduate or professional, depends in part on the nature of the program. All calendars will respect the non-Academic holidays of the college (as determined by the Director of Benefits in Human Resources), the Credit-Hour Policy (see 3.1.7 Credit-Hour Policy), and the academic holidays and guidelines adopted by the Academic Senate.

3.2.2 SUBMISSION OF GRADES

All faculty are required to submit mid-term grades (when applicable) and final grades. Faculty are expected to submit grades by the deadline set by the Registrar. Since mid-term grades serve as a progress report (and do not appear on the student's permanent record), instructors are expected to utilize the code numbers with unsatisfactory grades (D, F) as an indication to the student of specific deficiencies. The Registrar's office advises the Dean of the School when grades are not submitted at the mid-term period.

3.2.2.1 Grade Changes

The policies on assigning an I grade (Incomplete) and on grade changes are specified in the College *Catalog*. Petitions for the above are subject to approval by the Registrar.

3.2.3 UNDERGRADUATE FINAL EXAMINATION SCHEDULING

In order to reduce the possibility of a student's having several hours of examination on the same day, faculty are required to conduct such examinations in accordance with the following schedule of final exam week. Final exams for courses meeting at 6:00pm or later, or in times not identified in the schedule below, will take place on the first meeting date and time of finals week in their assigned room.

UNDERGRADUATE FINAL EXAMINATION SCHEDULE
EXAMINATION DAYS: MONDAY, TUESDAY, WEDNESDAY, THURSDAY

| REGULAR CLASS SCHEDULE | | FINAL EXAMINATION | |
|------------------------|---------------------|-------------------|---------------------|
| DAYS | TIME | DAY | TIME |
| MWF | 8:00 – 9:05 am | Monday | 8:00 – 10:00 am |
| MWF | 9:15 – 10:20 am | Wednesday | 8:00 – 10:00 am |
| MWF | 10:30 – 11:35 am | Monday | 10:30 am – 12:30 pm |
| MWF | 11:45 am – 12:50 pm | Wednesday | 10:30 am – 12:30 pm |
| MF | 1:00 – 2:40 pm | Monday | 1:00 – 3:00 pm |
| MWF | 2:45 – 3:50 pm | Wednesday | 1:00 – 3:00 pm |
| MW | 4:00 – 5:35 pm * | Monday | 3:30 – 5:30 pm |
| MW | 7:00 – 8:35 pm * | Monday | 7:00 – 9:00pm |
| TTh | 8:00 – 9:35 am | Tuesday | 8:00 – 10:00 am |
| TTh | 9:45 – 11:20 am | Thursday | 8:00 – 10:00 am |
| TTh | 11:30 am – 1:05 pm | Tuesday | 10:30 am - 12:30 pm |
| TTh | 1:15 – 2:50 pm | Tuesday | 1:00 – 3:00 pm |
| TTh | 3:00 – 4:35 pm | Thursday | 10:30 am – 12:30 pm |
| TTh | 4:45 – 6:20 pm | Tuesday | 3:30 – 5:30 pm |
| TTh | 7:00 – 8:35 pm | Tuesday | 7:00 – 9:00 pm |

*In the spring these classes will meet for 100 minutes: 4:00 – 5:40 and 7:00 – 8:40.

Faculty members with multiple sections of the same course may request a single examination time from the Registrar's office.