**UB-VII-4.1, Policy on Faculty Submission of Grades (CAS, CPA, MSB)**

Reviewed by the Academic Policy Committee, 3/2025

Revised and approved by the University Faculty Senate, 4/2/2025

Office of the Attorney General review 8/12/2025

Provost 4/30/2025

President 8/13/25

# Semester Grades

All semester grades for Spring and Fall semesters must be submitted online by 11:59 pm on the fifth calendar day after the session end date published in each semester's Schedule of Classes. Grades are available to students through MyUBalt. Faculty should not post grades in any place where a student's grade may be seen by others.

# Change of Grades

A faculty member seeking to change a student’s grade after the submission must complete a Change of Grade form from the office of the appropriate dean. The instructor must fill out the form completely and submit it to the dean’s office.