

## VIII. AVAILABILITY<sup>[1]</sup> SUBMISSION OF GRADES AND COURSE MATERIALS

[2]

1. It is the instructor's responsibility to provide<sup>[3]</sup> provide inform students with course re-  
lated information necessary to support their success~~of their grades on completed~~  
~~coursework~~ <sup>[4]</sup> in a timely manner. A syllabus and <sup>[5]</sup> ~~t~~ The completed grades for  
coursework are expected to be posted and accessible for students regularly through-  
out the course.
2. Faculty members must provide feedback for all submitted work within two weeks of  
the submission deadline. Posting grades to RIT's Electronic Course Management  
System ~~an online system is required, recommended,~~ <sup>[6]</sup> ~~however returning physical~~  
~~copies of graded work is sufficient.~~ The two-week posting requirement is waived in the  
case of deadline extensions, late submission of work, any extraneous circumstances,  
or when explicitly stated in the evaluation criteria.
3. Faculty members must post a syllabus before the start of any credit-bearing course on  
RIT's Electronic Course Management System. The syllabus must contain a compre-  
hensive grade breakdown of how the final course grade is determined. <sup>[7]</sup>
4. Although not required, faculty members are strongly encouraged to post relevant  
course documents such as powerpoints and worksheets on RIT's Electronic Course  
Management System. <sup>[8]</sup>
5. Students may address concerns regarding the timeliness of ~~posted syllabi or~~ <sup>[9]</sup>  
~~coursework feedback~~ by following the procedure outlined below.

1. If a student is not receiving [syllabi or](#)[10] coursework feedback in a timely manner as prescribed above and wishes to address the concern, the student must request a meeting with the instructor for the purpose of reaching an understanding of when coursework grades would be made available to the student. It is the student's responsibility to keep a record of the meeting occurrence.
  
2. If the meeting with the instructor does not result in either a mutual understanding or if the student does not receive [a syllabus or](#) [11] coursework feedback according to their mutual understanding, then the student may arrange a meeting with the instructor and the instructor's academic unit head to address the concern. It is the student's responsibility to keep a record of the meeting occurrence.
  
3. If a meeting between the student, instructor, and instructor's academic unit head does not result in a mutual understanding regarding the timeliness of [the syllabus or](#) [12] coursework feedback, the student may arrange a meeting with those parties and the Dean or Dean's Designee from the college in which the course is offered to resolve any misunderstanding regarding the timeliness of coursework feedback. It is the student's responsibility to keep a record of the meeting occurrence.
  
4. If the meeting with the instructor, the instructor's academic unit head, and the Dean or Dean's designee does not result in the student receiving a [syllabus or](#)[13] coursework feedback according to their prior mutual understanding, then the student's concern and records of the meetings occurrences may be used and presented by the student in a final course grade dispute (see D17.0 Final Course Grade Disputes).

5. A student may elect to bring an advocate—defined here as a current RIT faculty, staff or student member—with them to all meetings outlined above.
  
6. All communication regarding the arrangements of meetings shall be made using the RIT email system.
  
7. If at any point in the procedure outlined above the student is denied a meeting with the respective parties without a plan to reschedule, or no response is given to the student after a meeting request attempt, then the student may elect to proceed to the next step of the procedure. A student must allow 3 business days for the respective parties to initially respond to any meeting request.

#### **OTHER INFORMATION**

- Need to get clarification on the interchanging of 'grades' and 'feedback'
- Will offer resources to all faculty on how to use myCourses.'