



California University of Pennsylvania

POLICY: Reports and Records

A. Purpose & Scope:

B. Definition(s):

C. Policy:

It is essential that all faculty members complete all records and reports that are requested of them and in a timely fashion. In particular, course roster verifications must be completed if records are to be corrected and if students are to receive proper credit for enrollment in their courses. Grades must be submitted to the office of Academic Records on time if grades are to be available to students and if their academic standing and eligibility for financial aid are not to be jeopardized. Progress reports requested by, among others, the Special Programs and the Athletic Departments not only monitor students' academic standing, but assist those departments in helping students to maintain good standing. The attendance of veterans and J.T.P.A. students, among others, must be certified if those students, their sponsoring agencies and the University are to be reimbursed. The yearly Snyder Reports, which are submitted to the General Assembly, are not only mandated by law, but serve to determine the level of public funding of the University. Special reports are from time to time requested of the University-by state or deferral agencies, for example-that require the faculty to supply certain information that is either not on file with the President or the Provost or cannot be easily retrieved in the form requested, and, irksome though the preparation of such special reports may be, especially within a brief period of time, they are important to the University, and timely response by the faculty is necessary.

D. Procedure(s):

E. Effective date: 2005 Faculty Handbook

Updated date: August 15, 2010