

## **BUFFALO STATE**

### **Grading (Internal Controls)**

The Internal Control Act of the State of New York establishes certain standards that define a minimum level of quality acceptability for internal control systems. These internal control standards apply to all operations and administrative functions.

Among these standards is the one for execution of transactions and events. Specifically, transactions and other events are to be authorized and executed only by persons acting within the scope of their authority. Another standard provides that all transactions and other significant events must be clearly documented and that the documentation be readily available for examination.

Grading and grades constitute administrative functions that are subject to the internal control standards. The advent of online grading makes it all the more important that these standards be explicated and followed.

Therefore:

- The entry of grades for students taking any coursework at Buffalo State College or any subsidiary thereof must be carried out by the faculty member in whose course the student is registered.
- The faculty member is responsible for understanding how to submit grades in Banner. Difficulty in submitting grades in Banner is not an excuse for failure to submit grades.
- The faculty member is responsible for ensuring that grades are submitted by the stated deadline.
- In the event the faculty member is for any reason unable to personally enter these grades, a delegate must be named. This delegation must be approved in advance by the faculty member's department chair and dean. The process for this approval will be as follows:

The faculty member shall, no later than two weeks prior to CEP (Critique and Evaluation Period), petition in writing to the dean via the department chair for permission to delegate to a specific individual. If approved, the faculty member and the delegate shall be advised in writing. The original request to delegate grading and a proven copy of the approval shall be retained in the dean's office for inspection as needed. The two-week deadline may be waived by the dean in emergency situations.

- Under no circumstances may a faculty member delegate grading entry responsibility to an employee who is a student at the college.