



**AMERICAN SAMOA COMMUNITY COLLEGE**

Academic and Student Affairs Division

Academic Affairs Division

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Date: November 23, 2016

TO: Dr. Rosevonne Pato  
Vice President of Academics and Student Affairs/Acting President

VIA: Mrs. Letupu Moananu,  
Dean of Academic Affairs

- FR: Mrs. Evelyn Fruean  
Director of Curriculum and Assessment

SUBJECT: Addendum 2016-2018 Academic Calendar: *Grade submission deadline for the 10 week session*

**CATALOG ADDENDUM**

Issues/concerns: The 10 week session current deadline for grade submission does not provide faculty with sufficient time to grade students' work and final exams.

Rationale/Justification:

Due to the rigorous of 300 level courses with Practicum components, faculty needs time to dialogue on the grading component for practicum as this involves collaboration amongst assigned faculty for the core content courses. The request to extend the deadline for another week will not impact recording of grades by the Records office.

Recommendation:

Extend deadline for another week to provide faculty with enough time for grading and assessment of students' work. New deadline for the 10 week session to replace the current deadline as noted in the 2016-2018 catalog.

<u>Semester</u>	<u>Deadline</u>	<u>Grade submission</u>
Fall 2016 (10 week session)	November 28	10 week session Fall 2016 Grades Due
Spring 2017 (10 week session)	May 1, 2017	10 week session Spring 2017 Grades Due
Fall 2017 (10 week session)	November 27, 2017	10 week session Fall 2017 Grades Due
Spring 2018 (10 week session)	April 30, 2018	10 week session Spring 2018 Grades Due



Letupu Moananu <tupu.moananu@gmail.com>

**postpone deadline for 10 week session grade submission**

**Sifagatogo Tuitasi** <s.tuitasi@amsamoa.edu>

Tue, Nov 22, 2016 at 11:27 AM

To: Letupu Moananu <l.moananu@amsamoa.edu>

Cc: ASCC Academic Affairs <academicaffairs@amsamoa.edu>, Lina Galea'i-Scanlan <l.galeai-scanlan@amsamoa.edu>, Michael Leau <m.leau@amsamoa.edu>

Acknowledge receipt J

Thanks,

Sifa

**From:** tupu.moananu@gmail.com [mailto:tupu.moananu@gmail.com] **On Behalf Of** Letupu Moananu

**Sent:** Tuesday, November 22, 2016 10:51 AM

**To:** Sifagatogo Tuitasi

**Cc:** ASCC Academic Affairs; Lina Galea'i-Scanlan; Michael Leau

**Subject:** Re: postpone deadline for 10 week session grade submission

Thank you Sifa.

Will initiate the proposal to change the deadline for submission of grades for the 10 week session. We will go with one week after the noted deadline for 10 week session Academic Calendar. This is extending the current deadline for one whole week. Thank you for the recommendation and support of our faculty. These are the proposed changes:

Fall 2016 (10 week) session :	November 28.....	10 week session Fall 2016 Grades Due
Spring 2017 (10 week) session:	May 1, 2017.....	10 week session Spring 2017 Grades Due
Fall 2017 (10 week ) session:	November 27, 2017	10 week session Fall 2017 Grades Due
Spring 2018 (10 week ) session:	April 30, 2018.....	10 week session Spring 2018 Grades Due

Let me know if there are questions.

Blessed day,

Letupu

On Tue, Nov 22, 2016 at 10:01 AM, Sifagatogo Tuitasi <s.tuitasi@amsamoa.edu> wrote:

Talofa Dean,

On our regular 15 week calendar – all grades due are noted for December 23 which is 3-4 weeks after the due date for the 10 week session. Maybe we can propose moving the due date to one week after and still have the noted due date from the regular calendar as the last day to submit grades.

Thanks,

Sifa

**From:** tupu.moananu@gmail.com [mailto:tupu.moananu@gmail.com] **On Behalf Of** Letupu Moananu

**Sent:** Tuesday, November 22, 2016 8:09 AM

**To:** Sifagatogo Tuitasi

**Subject:** postpone deadline for 10 week session grade submission

Taeao Manuia Acting Dean/Registrar,

I have been approached by couple of faculty on the deadline for the 10week session that it does not provide them with enough time to complete grading. This is mainly from the 300 level courses due to the rigorous of courses and completion of practicums. Therefor I am proposing postponing the deadline from Monday to Friday of the same week. Please advise if this would be an issue in regards to reporting for Records.

If it won't be a problem I would kindly advise to change the Academic Calendar for the 10 week session mainly for submission of grades to Friday of the week after finals instead of Monday as its currently noted.

Thanks,

Letupu