M E M O R A N D U M

DA: April 29, 2018 | May 3, 2018   *John G. Igwebuike*
TO: Deans
FR: John G. Igwebuike
        Vice Provost for Academic Affairs & Office of Student Records (OSR)
RE: FINAL GRADE SUBMISSIONS FOR ALL SPRING 2018 STUDENTS

I herewith remind you that Spring 2018 semester grades for **all** registered, enrolled, and paid-in-full students are **due Monday, May 7, 2018 at 11:59:59 AM.** The grade entry portal opens Monday, April 30, 2018 for instructor grade entry convenience. All student grades are to be submitted without exception. Instructors are encouraged to submit as early as possible to avoid any problems or risks associated with unsubmitted/incomplete grades.

Close-out processes for Spring 2018 records begin Monday, May 7, 2018 at 12:01 PM, promptly. The Office of Student Records will close the BANNER grade entry portal; begin to roll grades; perform inclusions/exclusions; calculate GPAs; finalize archival processes, etc.

Have instructors (i) double-check grading before entry into BANNER to guard against scrivener's errors, omissions, or miscalculations; and (ii) submit all grades electronically in BANNER without blanks before the deadline. (iii) As a quality check: instructors should log-off and log-back into BANNER to confirm that submitted grades did indeed take and have been fully stored in BANNER.

Ensure that all instructors furnish copies of their grade submission screens, which time stamps when grades were submitted.

Consolidate copies of all submitted grades furnished to you by your unit's instructors. These copies come in handy when any issues of "unsubmitted" or "incomplete" final grade rosters arise. Instructors may request customer service via the Records Request Form ("other") → **here**.

Keep in mind: Deans are accountable for ensuring submission of all grades in respective units by the deadline. Encourage instructors to double-check their grade submissions on the front-end and preclude potential problems and delays on the back end. This may necessitate logging-off or closing-out of BANNER and then logging back in to do one final, visual check.

Expect to receive notices of unsubmitted/incomplete grades by Monday, May 7, 2018 at 9AM.

Do ensure that all grades are submitted with no blanks. Your usual cooperation and support in meeting this fundamental employment requirement is appreciated.

SEE PROACTIVE MATTERS (below)

- *Summer 2019* **schedule templates**, along with spring 2019 templates, are available in the Google portal. I commend my tremendous Records team (Mrs. Bond and Dr. Smith) for availing these digital resources *more than one year* in advance.

- **All degree audits** placed in the audit queue have been audited, to date, and as of this communication. Departments may remove "rejected" students from the degree audit. The approved list of graduating students is available online → **here**.

- **Spring 2018 Incompletes** - Spring 2018 incompletes should be rare. Only an exceptionally well-documented basis justifies granting an incomplete. Deans should poll instructors to ensure that Spring 2018 "I" requests include provable evidence, which will be needed to process the change. Recall previous guidance given on incompletes → **here**.

- **Do not give grades to students who are not on the official rolls.** To affix a grade to a student who has not officially enrolled, registered, paid, met documented attendance requirements, delivered individual work product, and/or achieved course learning outcomes creates untold of policy breaches and legal problems (Title IX, NCAA, IHL, Clearinghouse, Title IV, etc.) for the university. Deans, do not sign off on such requests.