



**Alcorn**  
State University

## MEMORANDUM

TO: Alcorn State University Community

FR: Donzell Lee *DL*  
Provost & EVPAA

DA: December 2, 2016

RE: **FINAL GRADE SUBMISSION | DEADLINE ADHERENCE**

Final grades are due today by 12:00 Noon (See University Calendar: <http://www.alcorn.edu/calendars/index.aspx>). Your cooperation in observing this deadline is crucial for grade reporting, finalized degree audits, g.p.a. calculations, transcript notations, degree posting, diploma printing, and efficient BANNER close-roll-out procedures in preparation for Commencement.

Final grades are submitted electronically from any computer connected to BANNER. The Office of the Registrar is preparing for orderly dispatch of degrees for our first Fall Commencement. It is imperative that all final grades be logged into BANNER--without blanks--before the deadline for graduating seniors. (See Final Grade Policy).

Failure to submit grades (or "I" grades in lieu of a final grade) create untold inefficiencies; void student transcripts; blemish Alcorn's brand, and detract from the culture of completion to which we strive at Alcorn State University.

Failure to submit grades by University deadlines is subject to appropriate discipline up to and including termination.

Finally, we must create a culture of task completion, without excuses. As academic leaders, I am holding you accountable for submission of all final grades in your unit. Please, ensure adherence to University deadlines. Your usual cooperation and support in meeting this fundamental employment requirement is indispensable and appreciated.