



MEMORANDUM

DA: April 13, 2018

TO: Deans

A handwritten signature in cursive script, reading "John G. Igwebuike".

FR: John G. Igwebuike
Vice Provost for Academic Affairs & Student Records
The Office of Student Records (OSR)

RE: GRADUATING STUDENT FINAL GRADES SUBMISSION

Final grades are due by **Friday, April 27, 2018** at 11:59:59 a.m.

Thereafter, the Office of Student Records (OSR) will begin batch processes:

- i) roll grades at 12:01 p.m. on Friday, April 27, 2018 in order to;
- ii) complete final degree audits;
- iii) post degrees in BANNER; and,
- iv) start printing diplomas: [University Calendar](#).

Instructors are to submit all grades electronically through BANNER. **It is imperative that all grades be logged into BANNER--without blanks--by/before the deadline.** Academic deans are accountable for ensuring submission of all grades in respective units by the deadline. Your usual cooperation and support in meeting this fundamental employment requirement is indispensable and appreciated.

Again, final grades are due by **Friday, April 27, 2018** at 11:59:59 a.m.