DEADLINES FOR SUBMITTING GRADES

- If there is no final exam or work due after the end of classes

  Tuesday December 10, 2024

- If the final exam is written or the final assignment is due during the final assessment period

  10 days after the exam is written or the assignment is due

- Final deadline that all grades are to be submitted and approved by the Dept. Head

  Wednesday January 8, 2025, <u>by noon</u>

- Grades posted to student transcripts

  Sunday January 12, 2025

GRADE SUBMISSION PROCESS

<u>Submitting Grades through PeopleSoft</u>
Final grades in the fall term (A) of full-year classes have already been assigned in batch as NG (Not Graded) on student transcripts. Mid-year grade rosters have been created for P- and 100-level full-year

Once the grades have been entered, instructors must set the status to "Ready for Review" so that the Department Head can approve them.

Approving Grades through PeopleSoft
Department Heads will approve mid-year grades in the same manner as they approve final grades. We request that you approve grades in a timely manner so that students' grades are available as early as possible.

Grade Changes