



Office of the Registrar

Faculty,

Final grades for Fall 1 courses are due **Tuesday, October 20th by 1pm**. If grades are not entered by 1pm, our office will assign the grade of NG (No Grade). After that point, the online [Application for Grade Change](#) will have to be filled out for every student in the class. Please ensure that no student grades are left blank. Any missing grades will not be accepted and you must submit an [Application for Grade Change](#) for each blank grade.

IMPORTANT: Please utilize the attached document, "[Entering Midterm and Final Grades in the Cav Center](#)" to help guide you while entering final grades.

If students never attended your class or had poor or inconsistent attendance, it is now past the deadline for administrative withdrawal. You must assign the grade the student has earned based on their performance in your course. ([Academic Calendar](#))

If students need assigned an I or IP, the [Request for Incomplete or In-Progress](#) form must be submitted by the instructor before the above deadline with the stipulations outlining the outstanding requirements needed to complete the course. This form must then be approved by the student before the grade of I or IP will be entered by the Office of the Registrar. The form must have been submitted and received all approvals PRIOR to the last day of the term.

If you experience any issues while submitting your final grades, please do not hesitate to reach out to our office.

Sincerely,

Office of the Registrar