MEMORANDUM

To: Instructional Faculty, Deans, and Chairs

From: Michele Ciccazzo, Interim Vice Provost for Academic Affairs

Date: April 27, 2010

Re: The Importance of Timely Grade Submission This Semester

As we end the Spring semester, I want to remind you that grades are due by 11:59 P.M. on Wednesday April 28. This deadline is particularly important due to the very tight turn-around time between the end of Spring semester and the start of the Summer Term.

The Office of the Registrar must initiate end-of-term grade processing on Thursday, April 29. This will ensure that students are able to view their grades beginning at Noon on the next day. More essentially, it will enable the Office of the Registrar to begin processing academic standing, deans’ lists, and dismissal letters that same day and the process of posting degrees for graduating students.

Thank you in advance for your efforts to ensure grades are submitted on time.