



MEMORANDUM

DA: June 22, 2018
TO: Deans
FR: John G. Igwebuike
Vice Provost for Academic Affairs & Office of Student Records (OSR)
RE: **FINAL GRADE SUBMISSIONS FOR SUMMER I 2018 STUDENTS**

Summer I 2018 grades are **due Wednesday, June 27, 2018 at 11:59:59 AM**. The grade entry portal opens Monday, June 25, 2018 at 8 AM for instructor convenience and to resolve potential issues that may arise.

Grades must be submitted for **all** registered, enrolled, and paid-in-full students without exception. Instructors may submit as soon as possible to avoid any problems. The Office of Student Records will begin close-out processes Wednesday, June 27, 2018 at 12:01 PM. Student Records will close the BANNER grade entry portal, roll grades, perform inclusions/exclusions, calculate GPAs, finalize archival processes, post grades, print degrees, etc.

Instructors should (i) deploy quality controls e.g. review blackboard attendance rosters, check assignment submissions, clear e-mails/voicemails, etc. to prevent errors; (ii) double-check computations to guard against scrivener's errors, omissions, or miscalculations; (iii) ensure no blanks; (iv) take extra care to log-off--and then log back into--BANNER to confirm that submitted grades did indeed take and were stored in BANNER; and, (v) furnish copies of time-stamped, grade submission screens to the dean's office. These copies come in handy when unsubmitted/incomplete final grade roster issues arise. Instructors/deans may request customer service via the Records Request Form ("other") → [here](#).

Deans may expect to receive unsubmitted/incomplete grade notifications by Wednesday, June 27, 2018 at 9AM. *If grades are submitted after the deadline, you will receive a communication that requests you to (i) compile outstanding missing grades and (ii) furnish a certification of completion of missing grades. See post-dated June 27, 2018 memo below on page 3.* Your usual cooperation and support in meeting this fundamental instructional requirement is appreciated.


FOR PROACTIVE ACTION:

- **Summer I 2018 Incompletes (I-grades) should be rare** - Only an exceptionally well-documented basis justifies granting an incomplete. Deans/chairs should poll instructors to ascertain if any incomplete grade has been requested by students. Deans should ensure that any "Incomplete" request includes provable evidence, which will be needed to process the change. Recall previous guidance given on incompletes → [here](#).



- **Do not assign grades to unlisted students.** To affix a grade to a student who has not officially enrolled, registered, paid, met documented attendance requirements, delivered individual work product, and/or achieved course learning outcomes creates untold of policy breaches and legal problems (Title IX, NCAA, IHL, Clearinghouse, Title IV, etc.) for the university. Deans, do not sign off on such requests. Take corrective action.
- **Summer 2018 degree audits** - Audits placed in the degree audit queue have been reviewed/audited by the Office of Student Records. The tentative list of graduating students is available online → [here](#).
- **Summer and Fall 2018 Application for degrees** are available → [here](#).
- **Summer 2019 schedule templates** are available in the Google portal.

MEMORANDUM

DA: June 27, 2018 (postdate) 
TO: Deans
FR: John G. Igwebuike
Vice Provost for Academic Affairs & Office of Student Records (OSR)
RE: **MISSING & OUTSTANDING STUDENT GRADES (SUMMER 2018)**

The Office of Student Records has begun close out processes. Our most recent report shows missing/incomplete grades still outstanding from your unit. Our office has made courtesy calls and sent numerous reminders to your unit to keep this top of mind. The grade entry portal is now closed and batch processes have begun. To rectify missing/incomplete grades in your unit, OSR is compiling and aggregating the missing grades in your unit for the following immediate action to be completed by close of business:

- 1) Compile completed rosters signed by the instructor-of-record;
- 2) Scan/e-mail your unit's compilation of remaining missing grades in your school to **records@alcorn.edu** with your confirmatory dean memo certifying that all unit grades are herewith submitted. Include in subject line: *Missing Grades* __ "Your School"; and,
- 3) Retain signed originals of notated grade rosters for your unit's records and proof.

Caution: Do not dispatch instructors, students, or couriers to drop-off paper grade rosters to the Office of Student Records. This causes serious FERPA, verification-of-delivery/receipt, and tracking issues. I have instructed my staff not to accept them as we are a well-organized, paperless office. Save our instructors, students, and couriers valuable time and energy via email.

Again, one aggregated file from your school is needed to manage this time-sensitive, multi-channeled process as we work on various other inter-departmental close-out issues. Compile the missing grades from your area, fill in the blank(s), have the instructor (or authorized designee) sign, and send entire scanned file of completed grades to **records@alcorn.edu** with your certification memo. Best in advance.