MEMORANDUM

To: Deans
From: Donzell Lee
Date: December 9, 2016
Re: Fall 2016 Final Grade Submission (December 12, 2016)

Final grades are due Monday, December 12, 2016 by 12:00 noon (See University Calendar: http://www.alcorn.edu/calendars/index.aspx). Instructors submit grades electronically through BANNER. It is imperative that all final grades be entered into BANNER—without blanks—before the deadline. (Please see our Final Grade Policy as documented on our website): http://www.alcorn.edu/academics/policies-and-procedures/index.aspx.

Failure to submit grades (“IP”) and/or “I” grade submission in lieu of bona fide final grades create untold inefficiencies, transaction costs, dissatisfaction, as well as licensure/employment problems for students-alums. Late/non-submission of grades is subject to appropriate discipline up to and including termination. As shared in my December 2, 2016 memo, Deans are accountable for on-time final grade submission. Please provide certification in writing by 10:00 a.m., December 13, 2016, that all grades in your school have been submitted. Your usual cooperation and support in meeting this fundamental employment requirement is indispensable and appreciated.