



MEMORANDUM

DA: April 13, 2018 (resent: April 17, 2018)

TO: Deans

A handwritten signature in black ink, appearing to read "John G. Igwebuiké".

FR: John G. Igwebuiké
Vice Provost for Academic Affairs & Student Records
The Office of Student Records (OSR)

RE: PROSPECTIVE GRADUATE ROLLS | FINAL DEGREE AUDIT & POSTING

Enclosed are prospective graduating student rolls for the Spring 2018 semester, in preparation for Spring 2018 degree audits and Commencement. Follow the steps below to ensure your unit grades are submitted timely:

- Step 1:** See attached rolls and verify listed students are permitted to take graduating student exams.
- Step 2:** Administer graduating student exams April 23 - 26, 2018.
- Step 3:** Record all grades for prospective graduates in BANNER Online Services by **Friday, April 27, 2018 at 11:59:59 a.m.** Provide copies of finalized senior grades to your department dean or dean's designee (chair) for compilation and archiving. Deans will be notified of missing grades.
- Step 4:** OSR will "roll" grades at 12:01 p.m. on Friday, April 27, 2018 in order to i) complete final degree audits, ii) "post" degrees in BANNER, and iii) start printing diplomas.

Report faculty grading issues in the **OSR Faculty Staff Request Form**, select "other"→ [here](#). *Non-graduating student* grades should be entered by 11:59:59 a.m. on Monday, May 7, 2018.

FERPA Records Privacy Reminder: Graduating student rolls entrusted to your care and custody impose a legal duty to ensure that student academic record remain undisclosed. Print the rolls but distribute the records to the specific faculty-of-record only. Neither send the rosters to any person other than the faculty-of-record nor store these records in third-party servers/emails. Do not discard physical documents with personally identifiable student information (e.g., grades, IDs, schedules, etc.) in the trash. Rather, shred discardable documents in dual high-speed cross-cut shredders.