



Alcorn
State University

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 web site): <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.