



Alcorn
State University

MEMORANDUM

TO: Deans

FR: Donzell Lee, Ph.D.
Provost & EVPAA

A handwritten signature in cursive script that reads "Donzell Lee".

DA: March 1, 2018

RE: SPRING 2018 | MIDTERM GRADE SUBMISSION REMINDER

Spring 2018 midterm grades are due Monday, March 12, 2018 at noon, per the Alcorn Calendar:
<https://www.alcorn.edu/newsevents/calendar>.

All instructors must submit midterm grades. The grades are submitted electronically through BANNER. It is imperative that all grades be logged into BANNER by the deadline and without blanks. Students rely on timely midterm grade submissions to assess course progress and subsequent course scheduling. Also, grade submissions facilitate indirect assessments, progress-towards-degree evaluation, institutional/inter-departmental reporting, and student retention/success follow-ups. Academic deans are accountable to ensure that all unit midterm grades are submitted completely and on-time.

Your usual cooperation and support in meeting this fundamental employment requirement is appreciated.