

Our students need their grades submitted on time for many reasons. Some examples of the potential impact include, but are not limited to:

- Delay in graduation processing
- Potential probation or suspension of financial aid/scholarships
- Termination of Veteran's Administration benefits
- Delay in their admission to JAA and other 4 year college programs
- Loss of athletic eligibility/scholarships
- Inability to obtain an accurate transcript
- Delay in tuition reimbursement to students from their employer

Please make sure to post your final grades by noon on the established due date *for every student appearing on your final grade roster*. If you also have an Honor's section, this is a separate roster and needs to be graded.

If you issue an F, WP, WF, NA, I or IC (math lab) these grades require a last date of attendance in the format DD/MM/YYYY. Failure to enter the date in the proper format will cause the *entire* roster to reject and an error message will appear resulting in no grades being posted to that roster.

Once grades are entered, they are rolled to history in the Banner system. This allows the student to see their grades online. Once rolled, any grade change will require a paper Grade Maintenance Form be completed by the faculty member. Forms are available at all Office of Enrollment Services locations and require proof of identification.

Due to the short period of time between the spring and summer terms, we must adhere to published deadlines!

All missing grades will be assigned a code of "NR – Grade not reported by faculty".

If a faculty member does not submit grades by the required date, a temporary code of NR will be posted on the student's record. This allows Enrollment Services to process all mandatory end of term functions. NR codes will need to be converted to valid grades using the paper Grade Maintenance Form available in the Office of Enrollment Services, the Office of Academic Affairs, or through the academic department .

Thank you for your cooperation and for helping our students change their lives.