



OHIO
UNIVERSITY

Office of the University Registrar

Email Announcement

Date: October 24, 2012
To: Selected Faculty Members/Instructors of Record
From: OHIO Registrar
Subject: Grading Available for Classes Ending Prior to December 15, 2012

Dear Faculty Member/Instructor of Record,

You are receiving this message because you are the instructor of record for one or more classes that ends prior to the semester official closing date (December 15, 2012) and I want to make you aware of a new option for reporting your final grades.

Classes that end prior to the semester closing date may have their final grades submitted beginning the last day of the class. Grades are to be entered through the [Faculty and Advising Center](#) in the same manner in which faculty have reported grades in the past. The grade deadline remains the same. All Fall Semester grades must be submitted by Wednesday, December 19, 2012, at noon.

Important notes regarding your grades:

- Once you enter the grades and click **submit** they are recorded on the students' records and are available to the student within 24 hours.
- If you click submit and have not recorded a grade for a student you may enter a grade for that student through the Faculty & Advising Center until the final grade deadline for the semester. For Fall Semester the grade deadline is Wednesday, December 19, 2012, at noon.
- After a grade has been submitted, if you need to make a change due to an error in calculation, a Special Grade Report form must be submitted to the Office of the University Registrar.

It is important to submit grades as soon as possible, but you do have until the grade deadline, December 19, 2012, at noon to submit all of your Fall Semester grades.

If you have any questions, please contact us at grades@ohio.edu or 740-593-4199.

Best regards,

Debra M. Benton
University Registrar

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Elizabeth Sayrs
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