



December 20, 2021

Dear AUB Professor,

The Office of the Registrar is working assiduously to process the fall semester applications for graduation. A large number of our potential graduates still have missing grades, however, and a student with a missing grade seriously delays our ability to evaluate the student's degree and puts the student in jeopardy of not graduating.

This is a kind reminder please to ensure that ALL your grades are submitted as soon as possible, but in most cases, within 72 hours of each course's final examination. Because of how critical it is to have these grades, you will begin receiving an email daily indicating which (if any) potential graduates in your classes are still missing grades.

I am also taking this opportunity to remind you of the points that I brought to your attention in my email of April 2021:

- 1. Please do not leave blank grades.** Every student on your course roster must be given a grade. Students on your roster who have never attended class should be given a failing grade. Students on your roster who stopped attending class should be given the grade they have earned according to the grading scheme outlined in your syllabus. You may give incomplete grades for students who follow the procedures outlined in the calendar section, "Incompletes." Blank grades inhibit student progress and AUB's ability to perform basic academic progress functions such as class promotion and academic standing. Blank grades also cause serious problems for students requiring transcripts.
- 2. Please always enter P (Pass) or PR (In Progress) for your graduate students working on their theses.** If you know your student has finished, please enter "P." If you know your student will not finish, please enter "PR." Senate has approved a simpler process that we will be communicating with you about for implementation in the fall 2022-23 semester, but for now, we need you to ensure that you enter grades for your supervisees.
- 3. Please be punctual in entering your grades.** We are counting on you to submit your students' grades within 72 hours of the final examination in most circumstances. We particularly need the grades for graduating students early so that we can complete their degree evaluations. We have tried to schedule final year examinations early in the period.
- 4. Please double check your grades before submitting them,** including ensuring that you have entered the appropriate letter or numeric grade depending on the student's grade mode. Change of grade is a laborious process that requires multiple levels of approval. It is best to avoid it if at all possible.

With thanks for your kind collaboration, I wish you a restful and peaceful Holiday Season and a very Happy New Year 2022.

Bradley Jon Tucker  
Vice-Provost and Registrar