GRADE DEADLINE

FINAL GRADES ARE DUE THE TUESDAY AFTER A CLASS ENDS

Grades for courses ending prior to Friday at 11:59pm are to be submitted to the Registrar’s Office no later than the following Tuesday by 2pm. Grades for courses ending on Saturday or Sunday will be due no later than the second Tuesday after the course ends by 2pm. All courses ending the last week of the term will have until 2pm the following Tuesday to report grades to the Registrar’s Office.

When completing your grading process, please remember to enter the Last Date of Attendance for students who received a W or F grade in your class. If a student never attended the class and the grade is a W or F, check the Never Attend box. A student may not be entitled to the full amount of their federal financial aid award if they never physically attended a class or did not attend the entire semester. If you are experiencing any problems submitting the Last Date of Attendance, OIT suggests using Internet Explorer.

If a student received a W or F grade in your class, the Last Date of Attendance message will automatically display for you to enter the last date the student attended.


IF THE STUDENT IS SHOWING A STATUS OF 'D' AND NO GRADE IS ASSIGNED, THAT MEANS THE STUDENT DROPPED DURING REFUND AND NO GRADE SHOULD BE ASSIGNED.

Any questions or concerns regarding the Last Date of Attendance policies and procedures should be directed to Kristine Burch (Financial Aid Office) at extension 9375. Any technical issues with the Last Date of Attendance process should be reported to the OIT Help Desk at extension 9575.

INSTRUCTOR INITIATED DROPS

Deadlines for Instructor Drops: Instructor initiated drops may be submitted through the 80% mark of the specific section. To verify the official last date to drop for your sections you can reach out to the Registrar’s office.

Instructor Initiated Drop Form: https://apps.delta.edu/InstructorInitiatedDrop/