TO: KSAS and WSE Faculty  
FROM: Kay Smith, Associate Registrar, Registration and Records  
RE: Spring 2016 Grading

I hope that your semester has been rewarding and that each student has met your expectations. To make sure we are properly recognizing our students’ achievements on their transcripts, you will find information and links to assist you with grade submission listed below. By submitting grades on time, students are provided with accurate calculations for satisfactory academic progress, timely distribution of financial aid, consideration for honors and/or scholarships, and degree conferral. For those working with graduate students, please also follow the link “In-Progress Grades for Graduate Students.”

University Policy requires that all grades be submitted **48 HOURS** after the assigned final examination time has passed. Courses that do not a meeting during their assigned final examination time must still submit grades **48 HOURS** after that time has passed.  

**NOTE:** Spring 2016 online grading begins on **MAY 3, 2016**.

**SPRING 2016 EXPECTED TO GRADUATE:** The final deadline to submit grades for these students is 48 hours after the final examination or no later than **MAY 16, 2016**. These deadlines are necessary to clear students for graduation. The “Graduating” column on your roster will identify these students.

**FOR ALL OTHER STUDENTS:** The established University policy requires that all grades be submitted **48 HOURS** after the final examination is given. ISIS will remain open for grading through June 3, 2016.

**PARTIAL GRADING:** You have the ability to partially grade your roster by submitting the selected grades (Post to Registrars) and then returning later to grade the remaining students. This will be especially helpful for grading “Graduating” students. Please make any changes to the submitted and posted grades on an Official Grade Change Form and send to the Registrar’s Office, Garland 75.

At 11:59 PM on June 3, 2016 all saved grades will be posted to student records, even if not posted to registrars.

Please visit the [Office of the Registrar’s Faculty web page](http://example.com) for additional grading information:

- ISIS Log-In
- ISIS Grading Instructions
- FERPA Compliant Grading
- Grading Deadlines
- In-Progress Grades for Graduate Students

I appreciate your continued efforts as we work together to promote the educational goals of our students. Should you need additional information or assistance, please contact Alex Tsikerdanos at atsiker1@ju.edu or (410) 516-8083. I can be reached at (410) 516-7148 or ksmith174@jhu.edu.