

April 28, 2021

Dear AUB Professor,

As the spring 2020-2021 semester comes to a close, I am writing to remind you of critical deadlines and guidelines for grade submission.

1. Please do not leave blank grades. Every student on your course roster must be given a grade. You should give a failing grade to students on your roster who have never attended or who have stopped attending your class and have not earned another grade. 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.
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.

We appreciate your kind collaboration, and wish you a good end of semester.

Best regards,

Bradley Jon Tucker
Vice-Provost and Registrar