

## Spring 2010 Grading Timeline

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- Grade Rosters first generated** **Thursday, April 22, 7 p.m.**
- Grade rosters re-generated daily** **April 23-May 11 (~3:30 a.m.)**
- *Any grades entered on rosters but not approved will be deleted when the grade rosters are re-generated.*
  - *Approved grades will not post for students to see until the end of Finals Week (May 7).*
- Approved grade rosters posted nightly** **May 7 – May 31**  
(6 p.m., Monday-Friday only)
- “Missing Grade Roster” lists sent to AU’s daily** **May 3 – May 11**
- Re-generation of grade rosters discontinued** **Tuesday, May 11**
- *If you have students add or drop the class after this date, the grade roster can be manually regenerated by the Registration & Records office upon request (provided the roster has not yet been approved/posted), but this process deletes any grades previously entered on the roster.*
  - *Alternatively, grades for these students can be entered/changed via the standard Grade Change form.*
- Grades due** **5 p.m., Tuesday, May 11**
- 5:30 p.m. – e-mails sent to all instructors who have not yet submitted their grades
  - 6:00 p.m. – notification sent to Provost’s office and all Dean’s with lists of instructors who have not yet submitted their grades
  - *Note: The High School College Program, Continuing Education, School of Law, and School of Medicine have their own grading timelines due to extra grading processes.*
- Post-Grading Processes:**
- Partial Post **Wednesday, May 12, 5 p.m.**  
*Any grades entered and saved on the grade rosters (even if not approved) will post to student records.*
  - 1-year old Incompletes Lapsed **Wednesday, May 12**  
*Undergraduate only*
  - Spring 2010 Academic Standing Assigned **Thursday, May 13**  
*Undergraduate and Graduate only*  
Spring 2010 Dean’s List Assigned  
*Undergraduate only*
  - Spring 2010 Academic Standing Lists available in Cognos **Friday, May 14, 8 a.m.**  
Spring 2010 Dean’s List available in Cognos
  - Probation Contacts and Petition Approvals due in **Thursday, June 3, noon**  
Registration & Records office for students wishing to continue in Summer and/or Fall 2010.
  - Spring 2010 Ineligibles dropped from **Friday, June 4, 8 a.m.**  
Summer & Fall 2010 classes  
*(Petitions for continuance can still be approved after this date, but students will need to re-enroll.)*