

May 18, 2021

Dear AUB Professor,

The Office of the Registrar is working assiduously to ensure that the degree evaluations are completed for potential graduates who will be voted on by their departments, faculties/schools, and senate next week.

A large number of our potential graduates still have missing grades, and a student with a missing grade by the time of the voting cannot graduate.

This is a kind reminder please to ensure that 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, staff from your faculty/school or from my office will be in touch with you if one of your missing grades is problematic for a potential graduate.

I am also taking this opportunity to remind you of the points that I brought to your attention in my earlier email of April 28:

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.

With thanks for your kind collaboration,

Bradley Jon Tucker
Vice-Provost and Registrar