

Final Grade Deadlines

TERM	SESSION	DEADLINE
FALL 2018	1 st Eight Weeks	October 17th, 12 noon
	2 nd Eight Weeks	December 13th, 12 noon Fall Graduate grades
	Full Session	December 13th, 12 noon Fall Graduate grades
		December 18th, 12 noon ALL Other Grades
	PRIOR TERM "I" GRADES	Grade changes for "I" grades due <i>Dec. 13th</i>, 12 noon
SPRING 2019	Winter Session	January 11th, 12 noon
	1 ST Eight Weeks	March 5th, 12 noon
	2 nd Eight Weeks	May 9th, 12 noon Spring Graduate grades
	Full Session	May 9th, 12 noon Spring Graduate grades
		May 10th, 12 noon ALL other grades
	PRIOR TERM "I" GRADES	Grade changes for "I" grades due <i>May 10th</i>, 12 noon
SUMMER 2019	May Intersession	June 3rd, 12 noon
	Summer 1	July 1st, 12 noon
	Summer 2	August 2nd, 12 noon Summer Graduate grades
	Full Session	August 2nd, 12 noon Summer Graduate grades
		August 2nd, 12 noon ALL other grades

NOTE: College and departmental grading deadlines may be set in advance of the university deadline. Faculty members should consult with their department chair for additional information.

Steps for Entering Final Grades

Log into your [UNA Portal](#)

Click on the *FACULTY* option

Select the course title under *FACULTY GRADE ASSIGNMENT*

Enter the final grades in the *GRADE COLUMN*

When finished, click *SUBMIT*

Grades

Failing Grades - If a student receives a grade of **F, U, or NC** the system will require you to enter a **Last Date of Attendance**.

Incomplete Grades - If you do not have a completed grade for a student by the deadline, please enter an **I or IP grade**. If you assign an incomplete, the system will display the default conversion grade (F) on a separate confirmation page.

You will need to click *Submit* to continue. It will only change the incomplete grade to an **F grade** if the student does not fulfill the remaining requirements by the **extension deadline**. The student **will NOT need to re-register for the course again**.

Early College Grade Sheets

Early College grade sheets containing numeric and letter grades are also due by the same **final grades deadline indicated above**.

Grade sheets may be returned by:

- Scanned copy and e-mailed to registrar@una.edu
- Hand delivery to the **Office of the Registrar in Bibb Graves, Room 119**.