Dear Faculty:

I saw a social media post recently that said, “Keep calm and make it to winter break.” You have done more than keep calm — you’ve persevered and overcome many challenges brought on by COVID-19 while providing excellent student support and quality learning. The last steps to finishing up the fall semester are finals and grades.

Please submit your Fall 2020 term grades **no later than noon, Tuesday, Dec. 22**. Because offices close at noon on Thursday, Dec. 24, and the following day is a holiday, I encourage you to post grades earlier. To assist, grade rosters will be created on Tuesday, Dec. 15, and fall grades can be entered any time after that date.

Please remember that delays in reporting course grades can negatively impact students. Late or missing grades mean that we can’t verify that students are making satisfactory academic progress (SAP). When this happens, students could be disqualified from receiving federal aid and most private loans for the following term, creating extreme hardship and stress for students. The earlier we can evaluate SAP for students, the earlier we can notify them of any issues and work with them to plan their finances for the next semester. That will help us with retention. I’m sharing this with you because of the timeline for fall grades and in recognition of your busy schedules.

Thanks again for your hard work this semester. Wishing you a peaceful, relaxing, and healthy break.

Debbie Storrs  
Interim Provost & Vice President for Academic Affairs