

FINAL GRADES FOR FALL 2023

(Grades must be entered via Academic Planning)

- **Grades must be submitted 72 hours after YOUR SCHEDULED FINAL EXAM.** If you are not holding a final exam, please submit grades as soon as possible after the last class, (but no later than the deadline for your scheduled final exam).
- **Grades for all students are DUE BY 10:00 AM on Tuesday, December 19th.**
THIS APPLIES TO ALL FALL COURSES AND STUDENTS!
- **THE COLLEGE WILL CLOSE FOR THE HOLIDAY SHUTDOWN BY THE END OF THE DAY ON Thursday, December 21st – ALL GRADES MUST BE IN BY TUESDAY, DECEMBER 19TH IN ORDER FOR THE CAS TO NOTIFY STUDENTS OF SUSPENSION AND EXPULSION DECISIONS IN TIME FOR THE STUDENT TO APPEAL.** Please note that the Dean of Students and Registrar's Office will not be available during the holiday shutdown. If you need to make any special arrangements in order to have your final grades submitted on time, please have these in place before Friday, December 15th.
- ***If you are planning to leave Clinton for the BREAK,*** please arrange to have your grades turned in BEFORE you leave. PLEASE verify that your grades were processed before you leave and provide a number where you can be contacted.
- Students will be instructed to contact faculty directly for any missing grade information.

INCOMPLETES – Any grade of INCOMPLETE must have been approved in advance by the Dean of Students Office. Please refer to the [Incomplete Policy](#) for details or contact Adam Van Wynsberghe with questions (avanwyns@hamilton.edu). Note: Faculty will NOT be able to enter a grade for an Incomplete online. Please leave the grade for approved Incompletes blank.

The Registrar's office is open Monday-Friday from 8:30 am - 4:30 p.m.

For any additional information, please email:

Shannon Farrell at sfarrell@hamilton.edu or
the Registrar's Office at regofc@hamilton.edu or call 315-859-4637