

FINAL GRADES for SPRING 2021 Term

Grades must be entered on Academic Planning

- **Grades for all students are DUE BY NOON on FRIDAY, MAY 21st. THIS APPLIES TO ALL SPRING COURSES AND STUDENTS!**
- **Grades are due 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).
- **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 Tara McKee with questions (tmckee@hamilton.edu). Note: Faculty will NOT be able to enter a grade for an Incomplete online. Please leave the grade for approved Incompletes blank.

FAILING GRADE REPORTS – Should be submitted for every reported grade of F. You can access the failing grade report form on the first grading screen in Web Advisor or My Hamilton (tools tab, Academic Resources menu).
*This is an online form, you do not need to print to complete.

The Registrar's Office hours are Monday-Friday from 8:30 am - 4:30 p.m.

For any additional information, please see the Registrar's Office contact information below:

Email: pcronin@hamilton.edu or regofc@hamilton.edu