

# FINAL GRADES for SPRING 2024

(Grades must be entered on Academic Planning)

- All grades must be entered by **3:00pm on THURSDAY, MAY 16th**. **THIS APPLIES TO ALL SPRING COURSES AND ALL 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 Adam Van Wynsberghe with questions ([avanwyns@hamilton.edu](mailto: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 hours are Monday-Friday from 8:30 am - 4:30 pm

For any additional information, please email:

Shannon Farrell at [sfarrell@hamilton.edu](mailto:sfarrell@hamilton.edu)  
or the Registrar's Office at [regofc@hamilton.edu](mailto:regofc@hamilton.edu)  
or call 315-859-4637