

# FINAL GRADES for SPRING 2025

(Grades must be entered on Academic Planning)

- All grades must be entered by **3:00pm on THURSDAY, MAY 22<sup>nd</sup>**.  
**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.
- *If you are planning to leave Clinton for the summer 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 Tara McKee with questions ([tmckee@hamilton.edu](mailto: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.

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