

## Office of the Registrar Fall 2017 Faculty Newsletter

Welcome to the 2017-2018 academic year. Please be aware of the following important dates and information regarding attendance, grading, and available resources for faculty.

### Important Dates

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Classes Begin	Monday, August 21, 2017
Last Day to Change Classrooms	Friday, September 1, 2017
Add/Drop Classes Deadline	Saturday, September 2, 2017
Final Exam Schedule Released	Wednesday, September 20, 2017
Midterm Grades Due	Friday, October 20, 2017
Withdrawal from Classes Deadline	Monday, October 30, 2017
Last Day to Request an Incomplete Grade (form initiated by student)	Sunday, December 3, 2017
Final Exam Week	December 4-9, 2017
Final Grading Opens	Monday, December 4, 2017
Final Grades Due	Wednesday, December 13, 2017 at noon

### *Institute of Design (ID) Faculty*

See important dates for ID on the Academic Calendar at [web.iit.edu/registrar](http://web.iit.edu/registrar) and click on Academic Calendar.

### Classroom Assignments

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#### *Reasonable Accommodation*

If you have a disability or mobility limitation that requires you to be assigned to a classroom with specific characteristics, please complete the Reasonable Accommodation Request Form and submit the form to the Office of Human Resources. If approved, then Human Resources will direct the Office of the Registrar to meet the accommodation request.

The Reasonable Accommodation Request Form may be accessed from the Human Resources portal website under Forms or from the Office of the Registrar course scheduling page ([web.iit.edu/registrar/faculty-staff/course-scheduling-resources](http://web.iit.edu/registrar/faculty-staff/course-scheduling-resources) and scroll down to the Important Links section).

#### *Classroom Reassignments*

If you need to change your classroom assignment, please use our new Classroom Reassignment Request Form. The form is designed to capture all of the pertinent information needed to best meet your request as quickly as possible.

The Classroom Reassignment Request Form is located at [web.iit.edu/registrar](http://web.iit.edu/registrar) → Faculty and Staff.

Requests for classroom reassignments must be received by **Friday, September 1, 2017**, after which classroom assignments will be considered finalized for the term.

## Final Exam Week

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Final exams take place during the 16th week of the term, December 4-9, 2017. Instructors are expected to administer final exams at the designated time and location indicated in the final exam schedule.

If you need to have a common final exam meeting day and time for multiple classes or to notify that you will not be administering a final exam, email [registrar@iit.edu](mailto:registrar@iit.edu) by **Friday, September 1, 2017**. The Final Exam Schedule will be determined after student registration closes on Saturday, September 2, 2017, and will be released on **Wednesday, September 20, 2017**.

## Midterm Grading

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Faculty are asked to enter midterm grades for all students. The Student Success Committee (SSC) and Academic Resource Center (ARC) use the midterm grade to assist with student retention efforts for the university. Please enter midterm grades in Banner Self Service by **Friday, October 20, 2017**.

If a student has not been attending class, please enter a grade of 'NA.' The 'NA' grade is a midterm-only grade and is to be used for students who are registered for a course but never attended. The purpose of the 'NA' grade is to indicate an apparent student withdrawal from a course due to non-attendance. This grade is to be recorded at the point that you determine non-attendance. The required last date of attendance for 'NA' grades may be recorded as early as the first day of classes (Monday, August 21, 2017).

## Final Grading

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Final grades must be recorded by noon on **Wednesday, December 13, 2017**, at which time grading will be turned off. This is to facilitate the processes of degree awarding and diploma production so that diplomas are available to students for pickup beginning Monday, December 18, 2017.

Grades not submitted by the deadline will delay students from receiving their diplomas. It will also delay the Office of Undergraduate Academic Affairs from performing academic review and the Office of Financial Aid in calculating Satisfactory Academic Progress (SAP), which may negatively impact students' federal and state aid, including work study.

Please give special recognition to the following grade notes:

### *Incomplete (I) Grades*

Students must use the **Request an Incomplete Grade Form** to request in writing of the instructor an incomplete grade. The request must be submitted **prior to the week of finals**. Students may find the Request an Incomplete Grade Form at [web.iit.edu/registrar](http://web.iit.edu/registrar) and then click on Registration. Once the student submits the form, it will arrive in your IIT email account for your approval.

Students must have substantial equity in the course when submitting the request. If the request is approved by the instructor, the Office of the Registrar will enter the 'I' grade.

**The 'I' grade is not an available final grade for instructors to enter in Banner Self Service.** The grade can only be entered by the Office of the Registrar upon receipt of the Request an Incomplete Grade Form with approval from the instructor.

### *Failing (E) Grades*

To comply with federal financial aid requirements, all grades of 'E' require a **last date of attendance** to be entered. Please remember to enter the last date of attendance for any student with an 'E' grade. The required last date of attendance for 'E' grades may be recorded as the last day of regular classes (Saturday, December 2, 2017).

## Faculty and Staff Resources

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The Office of the Registrar provides multiple resources for faculty, including:

- Banner Advisor and Instructor Self-Service Manual
- Change of Grade Request Form
- Classroom Feedback Form
- Classroom Reassignment Request Form
- Course Add/Change/Delete Request Form
- Course Scheduling Resources
- Grading Procedures

*and more!*

Please visit our resource library at [web.iit.edu/registrar](http://web.iit.edu/registrar) and click on Faculty & Staff.

If you have questions or need assistance, please contact us at 312.567.3100 or [registrar@iit.edu](mailto:registrar@iit.edu).

Sincerely,

Aubrey Hall  
Registrar  
Illinois Institute of Technology