Please use this memo for your reference throughout the semester. This information is for both graduate and undergraduate students and instructors, unless noted otherwise.

**Class Rosters**

The enrollment in your classes should not change after the last day to add/drop with no tuition charges. Please see the academic calendar for dates. The subsequent withdrawal period entails no refund. Only students officially registered in the course receive access to Blackboard and are permitted to attend class, participate, or submit coursework for evaluation. Please report any roster/attendance discrepancies to the Office of the Registrar at registrar@iit.edu.

**Midterm Grades**

Midterm grading is open throughout the semester for all graduate and undergraduate courses. These grades are an easy and efficient way to provide continuous feedback to all of your students and alert the Office of the Registrar of enrollment discrepancies. Midterm grading is open at the beginning of each term. Grades can be recorded through your Teaching tab in the myIIT portal. The midterm grading window will remain open until final grading begins. Grading instructions are found in the portal through the help link.

Midterm grades are viewable by the student, but are not calculated into the final grade and do not impact the student’s GPA. You can adjust midterm grades as often as you like, until final grading begins. Midterm grades are intended for advising purposes only and do not serve as a proxy grade in the absence of a final grade.

Keep in mind that only students officially registered in the course are permitted to attend class, participate, or submit coursework for evaluation. Please check the class roster and note any attendance discrepancies in the following ways:

1. Please record a midterm grade of ‘NA’ (apparent withdrawal due to non-attendance) as soon as possible for any student on your roster who has never attended class.
2. Any student who is attending class but does not appear on the roster should be reported to registrar@iit.edu immediately and directed to contact their advisor and the Office of the Registrar in order to return to class.

**The ‘NA’ Grade & Last Date of Attendance**

Students who never attend class and remain registered should receive a midterm grade of ‘NA’ to indicate an apparent withdrawal due to non-attendance. The ‘NA’ grade is not available as a final grade. Grades of ‘NA’ and ‘E’ require a last date of attendance to be entered in order to submit the grade roster. For earned grades of ‘E,’ this date can be the last day of instruction for the semester—see the academic calendar.

**Final Exam Schedule**

The final exam schedule is posted within the first six weeks of the semester—please see the final exam schedule page. Students and their instructors are expected to meet at the designated time and location during finals week for exams, presentations, or course review sessions. Regular class sessions should not to be held during the week of final exams. Final exams are not to be administered prior to the published time and date for the course.

**Final Grades**

Final grading opens on the first day of final exams. Final grades are due within 72 hours of the final exam start time. In order for graduating students to have their degrees posted and diplomas produced, it is imperative that grades are submitted on time. Please enter and submit any final grades as they become available. It is not necessary to wait to enter all the grades for a given course at one time. You are encouraged to save/submit entered grades frequently throughout your grading sessions in the portal.

**Office Hours**

Open office hours can be the key to some students’ success. By honoring your office hours and posting them in
Banner, with your department assistant, and even on your door, students are reassured that they can have their questions answered. A rule of thumb is to hold at least one office hour per week for each course taught, preferably distributed across more than one day of the week. Consider increasing the time per class as needed if the enrollment is above 15. Also, you may want to hold office hours somewhere else such as in the MTCC.

**Faculty Advising**

Between teaching, research, and other professional obligations, managing your time can be a challenge, especially before a registration period. Academic advising doesn’t only happen before students register. You can monitor your time and the progress of your advising cohorts throughout the academic year using the Early Warning System and Degree Works. The Office of Undergraduate Academic Affairs can help you make the most of these tools. Visit web.iit.edu/ugaa for more information or contact Undergraduate Academic Affairs at ugaa@iit.edu.

**Early Warning System**

Found on the Teaching tab of the portal, the Academic Affairs Faculty System channel provides a place for teaching and advising notes, attendance checks, and course evaluation results, to name a few. Check out the instruction sheet [pdf] for more information.

**Degree Works**

What if all your advisees were completely prepared for advising meetings? You can help them take ownership of their academic career, simplify the registration process, and have higher level conversations with your advisees by using this tool for course selection approval, performance monitoring, and targeted communications. Contact Undergraduate Academic Affairs at ugaa@iit.edu or Graduate Academic Affairs at gradcoll@iit.edu for more information.

**FERPA — Family Educational Rights and Privacy Act**

Did you ever wonder what FERPA really means for you and your students? What is directory information and what constitutes an educational record? Since 1974 this federal law has had a major effect on campuses across the U.S. Find out more about FERPA and its implications for student-faculty interactions by visiting our comprehensive FERPA page.

**Academic Honesty**

Illinois Institute of Technology expects students to maintain high standards of academic integrity. Any suspected or verifiable instances of academic honesty violations should be sent to academichonesty@iit.edu. Please consult the student handbook for details.

**IIT Community Support Team**

What do you do if you have an unruly student in your class or a student who seems out of it? The IIT Community Support Team is here to help. The purpose of the IIT Community Support Team is to assist members of the IIT community when they are concerned about or troubled by the behavior of a student, faculty member, or staff member. Confidential reports can be sent to the dean of students at DOS@iit.edu. Working together we can all help ensure the safety and well-being of our students. More information is available in the portal here.

Thank you for your continued support and cooperation. Please contact us at registrar@iit.edu with any questions or concerns. Students who inquire about registration, grades, or other University Registrar functions should be directed to email registrar@iit.edu. All in-person inquiries by students should be directed to the One Stop in the MTCC, Room 106.

Peter E. Zachocki  
Associate Vice Provost for Institutional Information  
University Registrar  
Illinois Institute of Technology