Welcome to the Spring 2017 semester. Please be aware of the following important dates and information regarding attendance, grading, and available resources for faculty.

**Important Dates**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Monday, January 9, 2017</td>
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<tr>
<td>Add/Drop Classes Deadline</td>
<td>Saturday, January 21, 2017</td>
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<tr>
<td>Final Exam Schedule Published</td>
<td>Monday, February 6, 2017</td>
</tr>
<tr>
<td>Withdrawal from Classes Deadline</td>
<td>Monday, March 27, 2017</td>
</tr>
<tr>
<td>Last Day to Request an Incomplete Grade <em>(form initiated by student)</em></td>
<td>Sunday, April 30, 2017</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>May 1-6, 2017</td>
</tr>
<tr>
<td>Final Grading Opens</td>
<td>Monday, May 1, 2017</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>Wednesday, May 10, 2017, at noon</td>
</tr>
</tbody>
</table>

**Institute of Design (ID) Faculty**

See important dates for ID on the Academic Calendar at web.iit.edu/registrar and click on Academic Calendar.

**Late Registration Revised Policy and New Student Fee**

The Office of the Registrar has revised its late registration policy as well as, with the assistance of the Office of Student Accounting, implemented a mechanism to assess students a flat late registration fee of $200. Information in this regard can be found on our website: web.iit.edu/registrar/registration/late-registration-petition-and-fee-waiver.

Students may find the form by going to web.iit.edu/registrar --> Registration --> Late Registration Petition and Fee Waiver.

Please encourage all students to finalize their registrations by the add/drop classes deadline to avoid the $200 late registration fee.

Important changes to the policy are as follows:

1. **Approvals**
   - Previous: Students only needed to have the permission of the instructor to register late for a course.
   - New: Students will need to have the permission of the academic advisor, course instructor, and department chair to register late for a course.

2. **Submitting Requests**
   - Previous: Students sent an email from their IIT email account to registrar@iit.edu to request late registration into a course.
New: Students will complete a dedicated form for late registration requests, acquire the appropriate signatures, and return the form to the Office of the Registrar by scan to registrar@iit.edu or drop-off at the One Stop. If the form is dropped off at the One Stop, then it can be scanned to registrar@iit.edu.

3. **Fee**
   Previous: There was no fee assessed for approved late registration requests.
   New: A $200-flat fee will be assessed for approved late registration requests.

4. **Waiver**
   Previous: Not applicable
   New: Students who are late registering for a course can have the late fee waived for extenuating circumstances or university error. A fee waiver form was created for this purpose and must be submitted to the Office of the Registrar for final approval. Deadline for submission of the fee waiver form is the 4th Monday of the semester. Students whose waiver forms are denied or who request late registration after the 4th Monday of the semester will be assessed the $200-flat fee by the Office of Student Accounting.

Questions regarding the new policy and procedure should be directed to the Office of the Registrar (registrar@iit.edu or 312.567.3100).

**Attendance**

Please check your class list in Banner Self Service to verify student registration. **Only students registered for the course section are permitted to attend.** Students who are not registered cannot remain or sit in the class.

**Final Exam Week**

Final exams take place during the 16th week of the term, May 1-6, 2017. **Final exams are not to be administered before.** 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 with your request by **Friday, January 27, 2017**.

**Final Grading**

Final grades must be recorded by noon on Wednesday, May 10, 2017. In order for graduating students to have their degrees posted and diplomas produced on time, it is imperative that grades are submitted by the respective deadline. Please prioritize the submission of final grades for students pending graduation. A roster denoting these students will be sent to you when final grading begins.

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 for an incomplete grade prior to the week of finals. Students may find the Request an Incomplete Grade Form at web.iit.edu/registrar and then click on Registration. 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 on 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, April 29, 2017).

Non-Attendance (NA) Grades
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. To facilitate administrative follow-up with students for academic and financial counseling, 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, January 9, 2017).

The 'NA' grade is only available as a midterm grade; it is not available as a final grade. Students who are still registered for the course at the point of final grading must receive one of the available grades (A, B, C, D, E) based on your evaluation of the coursework that you received from the student.

Faculty and Staff Resources
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 Reservation Form
- Course Add/Change/Delete Request Form
- Grading Procedures

and more!

Please visit our resource library at web.iit.edu/registrar and click on Faculty & Staff.

If you have questions or need assistance, please contact us at registrar@iit.edu or 312.567.3100.

Sincerely,

Aubrey Hall
Director of Academic Records and Registration Services
Office of the Registrar
Mies Campus