Welcome to the Spring 2018 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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<tbody>
<tr>
<td>Classes Begin</td>
<td>Monday, January 8, 2018</td>
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<tr>
<td>Last Day to Change Classrooms</td>
<td>Friday, January 19, 2018</td>
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<tr>
<td>Add/Drop Classes Deadline</td>
<td>Saturday, January 20, 2018</td>
</tr>
<tr>
<td>Final Exam Schedule Released</td>
<td>Wednesday, January 31, 2018</td>
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<tr>
<td>Midterm Grades Due</td>
<td>Friday, March 9, 2018</td>
</tr>
<tr>
<td>Withdrawal from Classes Deadline</td>
<td>Monday, March 26, 2018</td>
</tr>
<tr>
<td>Course Evaluation Opens</td>
<td>Tuesday, April 10, 2018</td>
</tr>
<tr>
<td>Course Evaluation Closes</td>
<td>Sunday, April 29, 2018</td>
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<tr>
<td>Last Day to Request an Incomplete Grade</td>
<td>Sunday, April 29, 2018</td>
</tr>
<tr>
<td>(form initiated by student)</td>
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<tr>
<td>Final Exam Week</td>
<td>April 30-May 5, 2018</td>
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<tr>
<td>Final Grading Opens</td>
<td>Monday, April 30, 2018</td>
</tr>
<tr>
<td>Final Grading Closes</td>
<td>Wednesday, May 9, 2018, 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](http://web.iit.edu/registrar) and click on Academic Calendar.

**Classroom Assignments**

*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, January 19, 2018**, after which classroom assignments will be considered finalized for the term.
Final Exam Week

Final exams take place during the 16th week of the term, April 30-May 5, 2018. 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 by Friday, January 19, 2018. The Final Exam Schedule will be determined after student registration closes on Saturday, January 20, 2018, and will be released on Wednesday, January 31, 2018.

Midterm Grading

Enter midterm grades for all students in Banner Self Service by Friday, March 9, 2018. The Student Success Committee (SSC) and Academic Resource Center (ARC) use the midterm grade to assist with student retention efforts for the university.

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, January 8, 2018).

Final Grading

Final grades must be recorded by noon on Wednesday, May 9, 2018, at which time grading will be turned off. This is to facilitate the processes of degree awarding and diploma production.

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 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, April 28, 2018).
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 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 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
Registrar
Illinois Institute of Technology