Subject: Notice: SOUL Course Grading to Open 12/3/2024 – Fall 2024

Sent: Monday, December 2, 2024 12:06 PM

Dear Faculty,

As the primary instructor for **Fall 2024 SOUL Course**, we wanted to inform you that **grading will open this Tuesday, December 3, 2024!** If you also teach any full-term courses, please note that grading period will not be open until 12/6/2024.

Online Grading for these courses will close Thursday 12/5/2024 at 11:59PM. At that time all saved grades will be posted to records, even if they are not posted to registrars.

The above grading period is your opportunity to bulk grade! If you miss this grading window, you will have to individually grade your students via Grade Change Webform. Timely grading is required by the Faculty Handbook: all grades should be submitted 48 hours after the final examination is given.

In the interim, you may want to review the following:

1. Summary of Grading related policies and procedures can be found here: [Letter from the Homewood Registrar on Grading](#)
2. UIS Process Documentation: [University IT Grading Resources](#)

Please feel free to contact us if there are any questions!

Office of the Registrar

Homewood Schools (KSAS & WSE)