

**Subject:** Reminder: Fall 2024 Grading Deadline is Tomorrow 1/3/25!

**Sent:** Thursday, January 2, 2025

Dear Faculty,

**Grading for the Fall 2024 semester will close TOMORROW, Friday, January 3, 2025 at 11:59PM.  
Graduating Senior grades are also dues tomorrow 1/3/2025.**

Updates & Reminders:

- If you are aware that a student is going through a Leave of Absence (LOA) or University Withdrawal request process, you do not need to submit a grade. **Your notification about this situation is appreciated**, we can then remove you from future outreach requests.
- 800 level research (PhD/Master's) should be graded each term for student degree progress.
- Incompletes can no longer be added at Grading. Students have through the end of classes to request an Incomplete Grade Contract with you. Now that the term has concluded, Instructors must request these contracts with our office. This extension is only available through the grading period (**TOMORROW is the FINAL DAY**)!
- If the student(s) is a **graduate student(s)** and the assigned work requires more than one semester to complete, please indicate the **"IP" In Progress** grade on the Grade Change Form. This indicates the work is in progress and the grade will no longer appear as missing in our reports.

Office of the Registrar  
Homewood Schools (KSAS & WSE)