



# Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for December 21, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

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- Grade Changes and Rescheduled Final Exams

## Grade Changes and Rescheduled Final Exams ([Office of the Registrar](#))

The following message was delivered to faculty on Saturday, December 19, regarding the canceled final exams on Tuesday, December 15. All grades are due by 11:59 p.m. on Tuesday, December 22.



## Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [faculty name],

You have been identified as an instructor of one or more classes with a final which was scheduled for Tuesday, December 15. We are contacting you to provide important information regarding grading, rescheduling finals, and grade changes.

### Grading

Per previous instructions from the Office of the Provost, despite the cancellation of in-person finals on 12/15/15, grades for these classes are due by 11:59 p.m. on Tuesday, December 22. You must post the grade each student had earned by the last day of classes. Remember that the posting of blanket incomplete grades is prohibited.

### Rescheduling Finals

Instructors may offer an optional in-person make-up final exam in January (or an online exam or take-home assignment in place of a final). If you choose to offer a make-up exam or assignment opportunity, please schedule it for no later than the third week in January. This will allow for uninterrupted end-of-term and graduation processing.

Contact your department to schedule a room for your exam. Contact [OIT](#) if you need assistance setting up an online exam in D2L.

### Grade Changes

After your optional make-up final, submit your grade roster on a spreadsheet rather than submitting a separate form for each student. Please follow [these instructions](#). The Office of the Registrar will provide deans' offices with a report of submitted changes for academic standing and degree eligibility review; thus, no prior approval is required. NOTE: Grade changes are due 90 hours after the rescheduled final (or after the due date for any final assignment), just as with regular grading.

If you have questions or need assistance, contact the Office of the Registrar during business hours of 9 a.m.–5 p.m., M–F, except university holidays. The university and your students appreciate your efforts during this extraordinary situation.

Regards,

Office of the Registrar  
20 UCB Boulder, CO 80309

[Map: Regent Administrative Center Room 101](#)

303 492 6970

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[www.colorado.edu/registrar](http://www.colorado.edu/registrar)

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