



## Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for April 26, 2016. If you have any questions, please contact the person or unit associated with the update.

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### Q&As from April FERPA Training ([Office of the Registrar](#))

Many great questions came up at the April 15 FERPA training that put our experts' knowledge to the test. We've added several of them to our online [Privacy Settings FAQs](#) page, so please take a look and let us know if you have additional questions.

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### Spring 2016 Late Adds Require Signed COR Forms with Final Grades ([Office of the Registrar](#))

After Monday, April 25, all adds must be submitted using a Change of Record Form and must include the instructor's and dean's signature, as well as the student's final grade.

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### Students Picking Up SAF/COR Forms ([Office of the Registrar](#))

If you need to send a student assistant to pick up Special Action Forms or Change of Record Forms on behalf of your department, please send an email from your official campus address (please do not call) to [registrar@colorado.edu](mailto:registrar@colorado.edu) with the student's full name, the department they work for and the type(s) of forms they are picking up. The student will need to present photo ID when they arrive.

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### Spring 2016 Web Grading Opens 4/27 ([Office of the Registrar](#))


Spring 2016 grading opens on Wednesday, April 27. Please see the [Spring 2016 Grade Processing Calendar](#) for specific grade deadlines and additional resources.

If you have questions or need assistance posting your grades, please contact [registrar@colorado.edu](mailto:registrar@colorado.edu) or 303-492-6970.

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**Registrar's E-memo ([Crystal Eilerman](#))**

The following e-memo was sent on Monday, April 25, to all teaching faculty, instructors and TAs with Spring 2016 classes.

 **Office of the Registrar**  
UNIVERSITY OF COLORADO BOULDER

Dear [name],

**Web grading for Spring 2016 opens on Wednesday, April 27.**

Grades are due 90 hours after the final exam for each course. See the [Spring 2016 Grade Processing Calendar](#) or the chart below to determine your grading deadlines.

Late grades can cause serious negative impacts to your students, such as:

- International students may have visa issues due to non-completion
- Students applying for jobs, internships, graduate school, etc., will be disadvantaged
- Students may not be able to enroll in courses with coded prerequisites
- Students who receive financial aid may fail their academic progress review
- The dean's office cannot certify students to graduate who have outstanding grades in required courses
- Student athletes cannot be certified for practice or competition if courses are ungraded
- Students may receive an F for an incomplete class that should have been graded by the deadline, which could cause them to go on probation/suspension and other serious consequences
- Dean's lists and class rank may be awarded before late grades are in; thus, students who deserve accolades may not receive them

For the success of your students and the integrity of CU-Boulder, please post grades before your class's grading deadline (see below).

**Web Grading opens 4/27/2016 – Grades due 5/10/2016**

<u>Final Exam Date:</u>	<u>Web Grading Due Date:</u>	<u>Time:</u>
Sunday, May 1	Thursday, May 5	11:59 p.m.
Monday, May 2	Friday, May 6	11:59 p.m.
Tuesday, May 3	Saturday, May 7	11:59 p.m.
Wednesday, May 4	Monday, May 9	11:59 p.m.
Thursday, May 5	Tuesday, May 10	11:59 p.m.

Any grades not submitted by the deadline must be posted in the web grading system as soon as possible. Web grading is the only method of posting grades.

For help with the web grading system, [watch this grading video](#), access web grading help documents on the [grading web page](#), or contact the Office of the Registrar during business hours.

The university and your students appreciate your dedication to timely grading.

Regards,

Office of the Registrar  
20 UCB Boulder, CO 80309  
[Map: Regent Administrative Center Room 101](#)  
303 492 6970  
[registrar@colorado.edu](mailto:registrar@colorado.edu)  
[www.colorado.edu/registrar](http://www.colorado.edu/registrar)  
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