



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for May 3, 2016. If you have any questions, please contact the person or unit associated with the update.

Contents:

- Spring 2016 Web Grading Deadlines
- Reminder: Do Not Distribute 8" x 10" Diploma Covers
- Registrar's E-memo: Web Grading Now Open

Spring 2016 Web Grading Deadlines ([Office of the Registrar](#))

Spring 2016 grades are due this Thursday for classes with final exams on Sunday, May 1. Please see the [Spring 2016 Grade Processing Calendar](#) to identify the deadline for each exam date.

If you have questions or need assistance posting your grades, please contact registrar@colorado.edu or 303-492-6970.

Reminder: Do Not Distribute 8" x 10" Diploma Covers ([Diplomas](#))

In Fall 2014, the size of the standard CU-Boulder diploma increased from 8" x 10" to 8.5" x 11". Please make sure you do not distribute old 8" x 10" covers to graduating students.

To confirm you have the new, larger covers, measure the inside gold area where the diploma is set. This area measures 8" x 10" in the old version and 8.5" x 11" in the new one.

If you still have 8" x 10" covers in your department that you are not keeping for novelty purposes (such as internal awards), you may dispose of them through Property Services.

Please contact diplomas@colorado.edu to get a supply of new diploma covers to distribute to your graduating students.

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

The following e-memo was sent on Wednesday, April 27, to all teaching faculty, instructors and TAs with Spring 2016 classes.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [name],

Web grading is now open. Please submit your grades in [MyCUInfo](#) for the following class(es):

Class Info	Class #	Class Description	# Enrolled

Find your class grading deadline in the chart below:

<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.

The last grades must be posted by Tuesday, May 10. 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 classes 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 help with the web grading system, [watch this grading video](#), access help documents on the [grading 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

www.colorado.edu/registrar
Follow us [@CUBoulder](#)

[Subscribe](#) or [unsubscribe](#) from regbrownbag. Browse past issues in the [Registrar Network Archive](#).