Grade Entry Information

Deadline for fall and second fall 2015 grades:
Candidates due: 9:00 a.m., Monday, December 14
Non-Candidates due: 9:00 a.m., Wednesday, December 16

Instructors can submit fall semester 2015 grades beginning Thursday, December 3. Instructions for submitting grades can be found at [http://www.registrar.clemson.edu/html/trainingInstructor.htm](http://www.registrar.clemson.edu/html/trainingInstructor.htm). Where possible, submitting grades early for graduate research credits and courses not requiring a final examination greatly assists the grade collection process.

Review your class rosters for accuracy.

- If you have students who are attending, but are not listed on your class roll, please submit a [Registration Correction Form](#) immediately.

Last Date of Attendance

For all F and I grades assigned as well as D grades for graduate students, you must enter a last date of attendance for the student. This is required for compliance with federal financial aid regulations. The last day of attendance is defined as the student’s participation in an academically related activity such as:

- Class
- Examinations or quizzes
- Tutorials
- Computer-assisted instruction
- Academic conferences with the professor
- Submission of an academic assignment, paper, or project
- A study group required by the professor where attendance is taken

Verify all grades were entered for students on your roster

- Ensure all grades have been entered. Look for the green check mark at the top indicating that you have successfully submitted all grades.
- In iROAR, go to Faculty Services > Summary Class List. Be sure to select the correct term.
- When grades are processed (rolled to Academic History), any grades that have been entered will be processed and become visible to students.