University Registrar's Office

Friday, May 10, 2024

Grades for May Graduates are Due 5 p.m. Today

Dear Instructor,

Final grades for May graduates are due by 5:00 p.m. today, May 10. These grades are used to determine whether graduating students have met their degree requirements. **Missing grades may prevent a student from graduating or being eligible for academic prizes and awards.**

- You may submit grades for only the graduating students and return later to submit grades for continuing students.
- If a student has already been assigned a temporary grade, you need to use the Grade Change Form to submit the final grade. To access the Grade Change Form, open the grading roster in Faculty Grade Submission (FGS) and click on the “Forms” link in the upper right corner. Fill out the form completely and submit the form.
- **You may save grades in FGS without submitting; however, grades will not be recorded on the student record until you have completed the submission step.** Grades are not submitted until you click “submit.” Grade submission is complete when the system displays the following confirmation: “Grades have been submitted successfully.”

If you have already submitted your grade(s) for this course, you may ignore this message and need not take any further action. If you have any questions about using FGS, email registrar@yale.edu.

Sincerely,

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New Haven, CT 06520-8321
(203) 432-2330
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