GRADING FOR SPRING 2023

A message from the Registrar’s Office:

Final Exams

The final examination period begins Wednesday, May 17th, and ends Tuesday, May 23rd. Please be sure to give final examinations according to the Final Exam Schedule to ensure no students have overlapping exams. Instructors will work with students when overlapping off-matrix exams occur at the same time.

Please visit the links below for more details regarding each option:

- W Grades
- Incomplete Grades
- FX Grades
- Final Exam Matrix
- How to Submit Grades Guide

Grade Rosters

Grades must be posted in PeopleSoft and are due by 11:59 p.m. on Friday, May 26, 2022 (3 days after the last day of finals). To access PeopleSoft, please select “Towson Online Services Faculty Center” from the My TU page and reference the grade posting guide as needed for assistance. Grades are needed to confirm graduation clearances and make decisions about academic actions such as Dean’s List, suspension, and NCAA eligibility. Students need to know if they must register for Minimester or Spring classes to make up a deficiency. Keep in mind that students know when grades are due, and they have immediate access to their grades via PeopleSoft.

Grading Tips

Grade rosters will not post if an FX/W note is not completed.

- FX grades should be given (instead of an F grade) if the student stopped attending before completing more than half of the classwork and did not officially withdraw. The FX grade must include the last date of attendance or the last date the work was submitted.

- W grades are automatically populated on the grade roster when a student withdraws from the class. When students have W grades, faculty are required to select whether that student has never attended the class or has attended at least once or more.

If you have questions about final exams, grading, or grade rosters please contact hsullivan@towson.ua.edu.