FINAL EXAMINATION SCHEDULE & GRADING FOR Fall 2021

A message from Heather Sullivan, Registrar’s Office:

Final Exams
The final examination period begins Wednesday, December 15, and ends Tuesday, December 21. 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.

Grading Policies
W grades are given to students who officially withdraw from a course by the published withdrawal deadline. It is also given to students who obtain authorization from the Academic Standards Committee to withdraw from a course or courses after the deadline. 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.
Incomplete grades (I) may be given for verifiable circumstances beyond the control of the student. The Incomplete should only be given in cases where the student has completed most of the term and has a reasonable expectation of successfully completing the remaining work. 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.

Grade Rosters
Grades must be posted in PeopleSoft and are due by 11:59 p.m. on Monday, December 27 - 6 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.

If you have questions about final exams, grading, or grade rosters please contact Heather Sullivan at hsullivan@towson.edu or Sara Sides at ssides@towson.edu.