



## Office of the Registrar

### Dear Colleagues,

Today marks the last day of classes for the Fall 2023 term. As we enter the grading period, I wanted to provide you with some resources and updates about issuing final grades.

### Grade Rosters

The Fall 2023 grade rosters for regular session and 7W2 classes will be available the afternoon of **Thursday, December 7, 2023** in [UAccess Instructor Center](#) for [posting grades](#).

- UAccess only shows 20 rows at a time, and you can use the **next arrow** to see the other grade rosters listed. If you still do not see your grade roster, contact [reg-grades@arizona.edu](mailto:reg-grades@arizona.edu).

### Grading Deadline

The University requires the [reporting of final grades](#) no later than 48 business hours after the final examination (excluding weekends). If no final exam is given, grades are due no later than 48 hours after the last day of the finals period. It is important that grades are posted promptly so students may receive their degrees or have their [Academic Eligibility](#) updated correctly.

### NEW Procedure for Incomplete Grades

With the recently approved update to the [Grades & the Grading System Policy](#), instructors are now required to use the [Report of Incomplete Grade form](#) when assigning an incomplete grade.

### Failing Grades and Attendance

For students who receive an E or an F grade, the University is required to verify the [student's participation and last date of attendance](#).

- If a student never attended your class, a grade of E or F should be awarded, and the **Attendance field** should be set to **Never Attended**.
- If a student stopped attending, they should be awarded the grade earned at the end of the term based on attendance and completed/not completed work for the entire semester.

- If the grade earned is a failing grade, the **Attendance field** should be set to **Stopped Attending** and the last date of attendance must be entered.
- If you do not take attendance, this should be the date of the last academically related activity (paper, quiz, D2L). You can approximate the date if you do not know the exact date by using the first of the month, the 15th or the last date of the month.
- If a student completed the term and earned a failing grade, then choose the **Completed Term** option for the **Attendance field**.

## Miscalculations/Errors

Instructors may change a final grade if an error was made in computation. This change must be due to a miscalculation.

- For the first 14 days after grade rosters are available, instructors may change grades in UAccess; after this period additional review and approval will be required.
- If you enroll students into courses for your department and serve as an instructor, you are considered a Dual User. For security purposes, a Dual User cannot change grades once approved. Please contact [reg-grades@arizona.edu](mailto:reg-grades@arizona.edu) for support with changing grades.

Additional information about UAccess Instructor Center can be found on the [Office of the Registrar website](#). We are happy to partner with you to resolve any concerns — please connect with us at [reg-grades@arizona.edu](mailto:reg-grades@arizona.edu). Thank you for your collaboration in ensuring timely grade reporting.

Warm regards,  
**Alex Underwood**  
University Registrar

### Please Review Updated Policy:

Several substantive changes and minor clarifications to the Grades and the Grading System policy were approved in the fall of 2023. These changes include removing the 18-unit withdrawal maximum and eligibility restrictions on using Pass/Fail option for undergraduate students, creation of a MG (missing grade) notation for a student transcript, and new required documentation for issuing an incomplete grade.

*This email was sent to: instructors with Fall 2023 grade rosters.*

### Privacy Statement

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### **Land Acknowledgment**

*We respectfully acknowledge the University of Arizona is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally recognized tribes, with Tucson being home to the O'odham and the Yaqui. Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.*