



AMERICAN
UNIVERSITY
OF BEIRUT

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OFFICE OF THE REGISTRAR

May 16, 2024

Dear Professor **Name**,

We hope that you are doing well.

As you know from the email you received on May 9 from the Vice-Provost and University Registrar, the Board of Deans has accepted a recommendation from the Council of Associate Deans that final grades be submitted as soon as possible after a course's final examination with a deadline of four calendar days after the exam. This deadline is more critical in the case of potential graduates, whose inclusion on the Faculty and Senate list of graduates is dependent on having their grades submitted as soon as possible.

In the case of courses without final examinations, grades are to be submitted within the first five days of the final examination period as per regulation.

The following students are missing final grades from your course. Kindly submit their grades as soon as possible if you have not done so already. If there are extraordinary reasons for not being able to submit your grades, please contact your department chair or dean's office for support.

Pending grades:

Student ID	Last Name	First Name	Email	Subject	Course	Section	CRN
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Kind regards,

Office of the Registrar