



OFFICE OF THE REGISTRAR

April 29, 2025

Dear AUB Professors,

I hope that you are doing well and that your end of semester is shaping up to your liking. I write to bring two important issues to your attention.

Grade submission

Submitting your students' grades as soon as possible after each final examination is necessary for the proper functioning of critical university processes, such as degree evaluation and academic standing. The Board of Deans, acting on a recommendation from the Council of Associate Deans, has set a deadline of four calendar days after the final examination for submission of final grades.

Late grades create serious problems, particularly with students who are potential graduates, as it could potentially delay their spring graduation to summer. Grade submission delays make it impossible to clear your students for graduation and in the case of undergraduates, to determine whether they graduate with distinction or high distinction.

You will be receiving daily reminders from my office once the specified deadline has expired. Your Chairs and Deans will be helping us follow up, so if you have exceptional circumstances that delay your grades, please communicate with them.

Please submit your grades as soon as possible and know that we, together with your students, appreciate your efforts.

Ministry Requirements for Final Examinations

The Ministry of Education and Higher Education (MEHE) requires us provide them with our final examination schedule and final examination attendance lists that include student signatures. This requirement ensures that our final examinations are being given in person.

Printing your roster from Moodle, Banner, or whatever source you use will give you the necessary list, which your students can sign upon arrival to the exam. Your Faculty Student Services Office will collect your sign-in sheets and will forward them to my office.

Thank you again for your kind collaboration in these matters.

Best regards,
Bradley Jon Tucker
Vice-Provost and Registrar

American University of Beirut
