



AMERICAN
UNIVERSITY
OF BEIRUT

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OFFICE OF THE REGISTRAR

January 8, 2025

Dear AUB Professors,

I trust that you had a tranquil holiday season, and I wish each of you a Happy New Year 2025 filled with joy, peace, and success. I write to provide additional information about grade submission given the context of fall 2024-25 and the measures implemented as part of the University's Academic Continuity Plan.

Fall grade submission was hampered to a significant extent by the end of term circumstances. If you have already submitted your grades, please accept my sincere thanks. Now that all our exams have arrived from the remote testing sites, I take this opportunity to reiterate the importance of submitting any remaining student grades as expeditiously as possible.

These grades are essential for the end-of-term academic standing assessment, which serves as the basis for Spring registration. Furthermore, because undergraduate students applying for transfers require their grades as soon as possible for their applications to be adjudicated by the Faculty/School to which they have applied, it is important to ensure that undergraduate grades are submitted by January 10, 2025.

There is greater leeway for our graduate students. Please ensure their grades are submitted no later than January 15, 2025.

Every student on your roster needs to receive a grade, which can be an **“incomplete” along with the grade the student would earn should the rest of her or his work remain unfinished**. If you have questions about particular cases, please reach out to us, and we will try to assist you.

Because we particularly require grades for students who are potential fall graduates, if you have any of these outstanding, we will be reaching out to you individually.

Kind regards,

Bradley Jon Tucker

Vice-Provost and Registrar
American University of Beirut