

# Mid-term Grade Submission

Effective Date: 4/7/2006

NAU Instructors are *required* to submit mid-term grades for Fall and Spring 16-week, lower division (100–200) level courses. Submission of these mid-term grades will follow standard practice for the reporting of grades at NAU.

NAU Instructors are *encouraged* to submit mid-term grades for Fall and Spring 16-week, upper division (300–400) level courses. Submission of these mid-term grades will follow standard practice for the reporting of grades at NAU.

Notification to instructors regarding the time-period for entering the grades and other relevant information will be distributed by the Registrar's Office. Normally, a three-week time frame for entering the mid-term grades will be allowed.