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ST. MARY'S UNIVERSITY



To: Faculty

From: Helen Garza, Associate Registrar

Re: Instructor Grade Reports (IGR) for  
Reporting Final Grades for Graduates

You will receive a complete roster of graduating students in your class. Please turn in final grades for these students only at that time. Note their names will also appear on your final IGR with the final grade you submitted. Verify this grade to make sure it was the grade you submitted.

These grades are *final* and may not be changed at a later date. Graduation honors and rank-in-class are computed and final graduation lists are prepared based on these final grades.

If any students claim they are graduating but their name is not on this roster – ask them to clear with me. If they are cleared, I will send you a note to indicate they are cleared for possible graduation.

If a student has officially dropped your class, a ‘W’ will appear under the ‘GRADE’ column. Do not turn in a final grade for these students (W or WF) because they already have a W or WF in the system.

Please be aware that an undergraduate student may not graduate if they receive an incomplete grade in a required course.

Refer to the academic calendar for the deadline for graduating students’ grades. Grades will be processed immediately. The final list of names of our graduates and graduation honors will be submitted to the printer the following Monday.

Feel free to contact me at extension 1103 (or at [hgarza@stmarytx.edu](mailto:hgarza@stmarytx.edu)) if you have any questions or concerns.

Note: Refer to the academic calendar for roster availability dates.

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