

## Spring 2021 Grade Sheets

**Please note the following in regard to submitting grade sheets.**

- You have to use the Bethlehem University Academic Portal (<http://buap.bethlehem.edu>) to access and enter grade sheets.
- Make sure that you can login to the academic portal and see the “Grade Entry” page before the actual grade submission period. Please contact the Registrar Office if you have any questions about your lists.
- See the chart below to determine the grades due date for your exams. It is very important to submit your grades by the due date.

<b>Exam Date</b>	<b>Grades Due Date</b>
Monday 31/5/2021	Thursday 3/6/2021
Tuesday 1/6/2021	Friday 4/6/2021
Wednesday 2/6/2021	Monday 7/6/2021
Thursday 3/6/2021	Monday 7/6/2021
Friday 4/6/2021	Tuesday 8/6/2021
Saturday 5/6/2021	Wednesday 9/6/2021
Monday 7/6/2021	Thursday 10/6/2021
Tuesday 8/6/2021	Friday 11/6/2021 <b>by 9:00 AM</b>

- It is the instructor responsibility to enter the grades and ensure their accuracy.
- Do not share your BUAP password with anybody. If anyone else has your password at this moment, please change it.
- Please keep a paper copy of the submitted grades for your records.
- For I grades, ensure you are fully aware of the University's policy.
- For WF grade please submit it to the registrar office before your submit the rest of the students grades.
- Online grades will be available to students on Sunday morning June 13, 2021.