

**Summer 2023
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.

| Exam Date | Grades Due Date |
|----------------------------|--|
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| <i>Wednesday 16/8/2023</i> | <i>Monday 21/8/2023</i> |
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| <i>Thursday 17/8/2023</i> | <i>Tuesday 22/8/2023</i> |
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| <i>Friday 18/8/2023</i> | <i>Wednesday 23/8/2023 by 11:00 AM</i> |
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- 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 you submit the rest of the students grades.
- Online grades will be available to students on Thursday August 24, 2023.