



Clárann UCD | UCD Registry

Final Grade Entry Reminder: Spring trimester 2024/25

This email has been circulated to: Programme Deans, Directors of College Offices, Director of School Offices, Programme and Operations Managers, Programme Managers, College Administrators - Programmes and Students.

A Chairde,

Re: **Final Grade Entry Reminder: Spring trimester 2024/25.**

(This email is regarding Grade Entry. We will be in touch with Programme Offices/Governing Boards again next week to advise when the PEB reporting for this trimester is ready for review.)

We write to share the reminder below that was distributed to Schools today.
The Grade Entry System for this trimester will close **at 5pm, Tuesday 10 June.**

Programme/Governing Boards can track this through this through their **Grade Issues** report in their Programme Audit reports in Infohub.

- Please refer to the appropriate SPR trimester and the “Not Graded” column.
- Any grades not entered/left blank after that cutoff will need to be entered, reviewed, approved through either the Undergraduate Summer Grade Approvals Process in **August** or the Graduate Taught Grade Approvals Process in **September** before being released to students.
- We also remind that the Exceptional Grade Change system is only available if grades have been entered (if grades are left blank then this system cannot be used).

Please contact us at grading.support@ucd.ie for further assistance.

Kind regards,

The Grading Support Team
Grading Support | Tacaíocht le Gráid
Assessment | Measúnú
UCD Registry | Clárann UCD

9 June 2025



Clárann UCD | UCD Registry

Final Grade Entry Reminder: Spring trimester 2024/25

This email has been circulated to: Module Coordinators, Heads of School, School Managers, School Administrator - Students, Directors of College Offices, Director of School Offices, Innovation Academy

A Chairde,

Re: Final Grade Entry Reminder: Spring trimester 2024/25.

We write to remind all that the Grade Entry System for this trimester will close **at 5pm, Tuesday 10 June**.

We encourage all Schools to ensure all grades for this trimester are entered, reviewed and signed off by that time.

Any grades not entered/left blank after that cutoff

- will need to be entered, reviewed, approved through either the Undergraduate Summer Grade Approvals Process in **August** or the Graduate Taught Grade Approvals Process in **September** before being released to students.
- We also remind Schools that the Exceptional Grade Change system is only available if grades have been entered (if grades are left blank then this system cannot be used).

In short, we ask that you ensure all Grade Entry and Grade Review for this trimester is completed by **by 5pm, Tuesday 10 June**.

Please contact us at grading.support@ucd.ie for further assistance.

Kind regards,

The Grading Support Team
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