



Clárlann UCD | UCD Registry

Reminder: Autumn 2025/26 Grade Approvals Process

This email has been circulated to: Module Coordinators, Heads of School, School Heads for Teaching & Learning, School Managers, School Administrator - Students, Programme Deans, Vice Principals for Teaching and Learning, Directors of College Offices, Director of School Offices, School & College Office Directors, Programme and Operations Managers, Programme Managers, College Administrators - Programmes and Students, Innovation Academy

A Chairde,

We remind colleagues involved in Grade Entry for the Autumn trimester 2025/2026 Grade Approvals Process this month that grades should be entered, reviewed and signed off by Module Coordinators by **12pm, Wednesday 14 January 2026**.

All colleagues please see our [Autumn 2025/26 Grade Approvals Process](#) post for further details on the GAP timelines, information and supports.

We remind colleagues involved in Grade Entry:

- If you require **Brightspace support** contact IT Services through their [IT Services Support Hub](#)
- If you require **Grade Entry support in Infohub** contact us at grading.support@ucd.ie or join our Drop-in Zoom Clinics which are running from Thursday 8 January to Wednesday 21 January 2026 and the links will be available through this [Google calendar](#).

We also direct all colleagues to the [Grade Approvals Process webpage](#) for further information on roles and responsibilities during this period and please contact us at grading.support@ucd.ie for further assistance.

Le gach dea-ghuí,

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

