

UofM First-Year Writing Program

CAPster



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Happenings & Accomplishments

Korbyn Peebles and Emily Gillo were awarded the 2025 Deb Talbot Roundtable fund on behalf of [UMEGO](#) (UofM English Graduate Organization)! These funds will be used to bring in a roundtable speaker and to host a graduate student-led conference at UofM in April.

Stay tuned for more information and be sure to check your email for an invitation to officially join [UMEGO on TigerZone](#)! Invitations were sent to all English graduate students last month.

We want to celebrate you! Please send your upcoming conference presentations, publications, and defenses to Lindsay Helms (lldailey@memphis.edu).

Important Semester Deadlines

As the semester comes to a close, there are some important deadlines to keep in mind.

▶▶ End of Semester (EOS) Packets are due December 17th

These will be submitted to the [English Department Resources page](#) on Canvas. Dr. Sherry Lusk will be sending out more information via email soon.

▶▶ Final Grades are due December 17th

This is the final deadline for web entry via Banner; grades will be due at 8am.

▶▶ Spring 2025 syllabi are due January 15th

The spring 2025 syllabi samples will be published on the [English Department Resources page](#) on Canvas in mid-December.

▶▶ Spring classes begin January 21st

Monday, January 20th is a holiday; classes will resume Tuesday, January 21st.

Final Grading Information

As we enter Finals Week, there are a couple of things to note about final grades.

▶▶ Entering Grades

- Final Grades are submitted on Banner which is under the “Faculty Grading” tab in [My Memphis](#). Click on “Final Grades” and then which course you would like to submit grades for. Then you can enter the grades manually for each student.
- You can now [transfer your grades](#) from Canvas to Banner (where final grades are submitted). This allows you to skip the step of manually entering a grade for each student.
- Make sure to click ‘Save’ and review each page of your class roster. Once your Grading Status is showing a green ‘Completed’ button, your course is entirely graded.

▶▶ Last Attended Date

- You are given the option to enter a “Last Attend Date” for each student.
- DO NOT enter a date for students who COMPLETED the class.
- DO NOT enter anything in the ‘Hours Attended’ column for students who COMPLETED the class.
 - **Failure Due to Non-Attendance:** For students who attended class but stopped during the term, resulting in failure, select a grade of “FN” and enter the date they stopped attending in the “Last Attend Date” field.
 - **Never attended:** If a student never attended class, and they failed the class, select a grade of “FN”, and enter a “0” (zero) in the ‘Hours Attended’ field to indicate they never attended.

▶▶ Incomplete Grades

For students who have not completed their work and must be given an incomplete grade, you should select an “I” grade on the Final Grades roster. This allows the student one major term to complete their incomplete assignments.

Final Grading Information

Grade Corrections

- If you need to make a correction to your final grades, you can go back in and change the grades as long as the grading period is still open.
- If the grading session has closed, you will need to submit the corrected grade through the “Grade Change Tool” under the “Faculty Grading” tab in My Memphis.

For more detailed info and additional tips for final grading, you can visit the Registrar’s [Grading webpage](#).

CAP Calendar

December 3:

All CAP meets in PT 456 for End of Semester Celebration

[The Spring 2025 CAP Calendar can be found here.](#)

Go ahead and add these dates to your calendar!

