Adjunct Faculty

End of the Semester Checklist

Before classes end, you will need to do the following:

_____ Administer course evaluations to students prior to finals week

_____ Submit final grades to Banner by the due date posted by the Registrar’s office

_____ Save/clear computer programs if needed (i.e., MyMathLab)

_____ Submit completed outcomes assessment Phase IV form for each class (not each section)

_____ Return textbooks/keys to the Division if not teaching next semester

_____ Return signed LOA to the Division if teaching next semester