

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