Submitting Final Grades in Ursa
[Click for deadlines for submitting final grades](#)

Faculty must submit grades via the Web to the Office of the Registrar by 5 pm of the third working day after the end of finals week of the semester

their grade. A status of 'Completed' under rolled means the grade can only be changed using a Grade Change Request form and the final

Important Notes:
1. Please check for additional pages of student grades if the roster is longer than 25 students
2. Please remember to never share your passwords for any reason. Providing your URSA password gives others access to many other things you have access to such as your pay information, email, etc. Sharing passwords is a violation of the University Regulations. If you need access, you do not currently have, please call the Technical Support Center at 970 351 HELP.
3. The Office of Financial Aid will us