

**Spring 2024  
Grade Sheets**

**Please note the following in regard to submitting grade sheets.**

- You have to use the Bethlehem University Academic Portal (<http://buap.bethlehem.edu>) to access and enter grade sheets.
- Make sure that you can login to the academic portal and see the “Grade Entry” page before the actual grade submission period. Please contact the Registrar Office if you have any questions about your lists.
- See the chart below to determine the grades due date for your exams. It is very important to submit your grades by the due date.

<b>Scheduled Exam Day</b>	<b>Grades Due Date</b>
Monday 10/6/2024	Thursday 13/6/2024
Tuesday 11/6/2024	Friday 14/6/2024
Wednesday 12/6/2024	Monday 24/6/2024
Thursday 13/6/2024	Tuesday 25/6/2024
Friday 14/6/2024	Wednesday 26/6/2024
Saturday 22/6/2024	Thursday 27/6/2024
Monday 24/6/2024	Thursday 27/6/2024
Tuesday 25/6/2024	Friday 28/6/2024 by 9:00 AM

- It is the instructor responsibility to enter the grades and ensure their accuracy.
- Do not share your BUAP password with anybody. If anyone else has your password at this moment, please change it.
- Please keep a paper copy of the submitted grades for your records.
- For I grades, ensure you are fully aware of the University's policy.
- For WF grade please submit it to the registrar office before you submit the rest of the students grades.
- Online grades will be available to students By Monday July 1, 2024.