



## Adjunct Faculty End-of-Semester Responsibility Form

This form organizes the submission of final grades and attendance records for both instructors and their department(s), and it will assist adjunct faculty with completing end-of-semester duties. **Kindly sign below, and submit this form to your department as a cover sheet** for all documentation of your grading and attendance. The academic department secretaries save this form and keep it on file. The staff members of this office are happy to assist with questions and the office serves as an additional location for drop-off and general support.

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Term: \_\_\_\_\_ Department: \_\_\_\_\_ (one form per department)

Course #1 \_\_\_\_\_ Course #2 \_\_\_\_\_ Course #3 \_\_\_\_\_  
(courses in the same department only)

### Grading & Attendance Responsibilities

Faculty initials for each course:

#1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ Original Attendance Roster, signed & dated (Please keep a copy.)

#1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ Original Grading Roster, signed & dated (Please keep a copy.)

#1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ Final Grade WebAdvisor Roster, signed & dated (Please keep a copy.)

- **WebAdvisor grades must be recorded online within 48 hours after the final class.**
- **'N' Grade:** This is an incomplete. A contract for each student must accompany each Final Grade Roster.
- **'E' Grade:** This is an unofficial withdrawal. It is assigned when a student stops attending for less than 60% of the course and fails to officially withdraw.
- Student enrollment, financial aid, graduation and transferring may be negatively impacted by late grade submissions in WebAdvisor. Please do not delay.

### Public Safety Responsibilities

- **Keys:** All keys other than *universal* classroom and bathroom keys must be turned in to the Public Safety Office in person for sign off. For your convenience, they may be officially reassigned to you immediately, as needed.
- **Meadowlands' Swipe Cards:** Please return to Public Safety at the Meadowlands.
- **Parking Fines:** Any fines are to be reconciled in full by cash, money order or check at Public Safety. Questions may be directed to Lt. Edward Zingg, [ezingg@bergen.edu](mailto:ezingg@bergen.edu).

### Library Responsibilities

- **Materials and Equipment:** Please return all borrowed items to the Library in person. Please contact the Dean of Library, David Marks, with questions, [dmarks@bergen.edu](mailto:dmarks@bergen.edu).

Adjunct Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your attention.