

# ATAP Grade Submission Process

Multiple emails regarding the process of how to submit grades have been sent out. As well, these instructions are now posted on the ATAP website and located within your student account in AAPDS.

## **Procedure:**

Please email a copy of your grades to the ATAP Coordinator at [usarmy.belvoir.usaasc.mbx.usaasc-atap-coordinator@mail.mil](mailto:usarmy.belvoir.usaasc.mbx.usaasc-atap-coordinator@mail.mil) within 30 days of completion of your course.

## **Policy:**

All grades must be submitted in a non-editable format. Grade submissions are only accepted in the following formats:

\*Official or unofficial transcripts

\*Screen snapshot from your student account displaying the Course ID, Course Title, Course Grade and your name.

\*.PDF file of web print out of grades

**No other formats will be accepted.**

**Please see the following four examples of proper grade submission formats.**



UHURA N. SMITH  
ATAP Coordinator  
June 5, 2012

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## CURRENT STUDENTS

## Transcript

Course/Section and Title	Grade	Credits	CEUs	Repeat	Term
MBA-785 A Human Resource Management					10FA
MBA-670 5 Operations Management	A	3.00			10SUACC
MBA-675 5B2 Financial Management	B	3.00			09FAACC
MBA-680 5A1 Marketing Management	A	3.00			09FAACC
MBA-720 DA Building and Strengthen Teams	P	3.00			09FA6
MBA-735 5 Legal & Social Environment Bus	A	3.00			09SUACC
MBA-626 5B Managerial Economics	B+	3.00			09SP2A
MOL-621 5 Org Theory/Behavior & Comm	A-	3.00			09SP1
MBA-715 A Executive Mgmt Sem(e-Commerce)	B	3.00			09WI
MBA-507 5B Managerial Accounting	A-	3.00			08FA2A
MBA-505 A Stat Meths for Decision-Mking	A	3.00			08FA
MBA-506 5A Financial Accounting	A-	3.00			08FA1
MBA-690 5B Ldrshp Through People Skills	P	3.00			08FA6
MBA-526 5 MacroEcon Anlys for Business	A	3.00			08SP4
MBA-500 5C Math for Management & Economic	A	3.00			08WI

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Total Earned Credits    42.00  
Total Grade Points        134.25  
Cumulative GPA            3.729

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St. Ambrose University  
Final Grade Report  
10SPACC

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

ADVISOR: [REDACTED]

Course Section	Instructor	Title	Grade	Credits	Grade Points	Comments
1. THEO-351-3	Rev. Joseph A. DeFrancisco	+Intro to Religions of West	A	3.00	12.000	

Current Grade Totals:				UG SAU Grade Totals:			
Credits Attempted	Credits Completed	Grade Points	GPA	Credits Attempted	Credits Completed	Grade Points	GPA
3.00	3.00	12.00	4.00	51.00	51.00	198.00	3.88

Transfer Grade Totals:				UG Cumulative Grade Totals:			
Credits Attempted	Credits Completed	Grade Points	GPA	Credits Attempted	Credits Completed	Grade Points	GPA
52.96	80.96	154.12	2.91	103.96	131.96	352.12	3.39

Blank Grade = No grade received comments

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Help

- ▶ Printer Friendly Layout
- ▶ Online Registration
- Help for Students
- ▶ Program Window Help
- Navigation**
- ▶ Change Roles
- ▶ FAC
- ▶ Log Off

**Account Information**

- ▶ Change My Password
- ▶ Printing Information

**Academic Research**

- ▶ Course Catalog
- ▶ Find Course Sections
- ▶ List All Course Sections

**Courses**

- ▶ Course Schedule
- ▶ View Grades
- ▶ Online Registration

**Degree Progress**

- ▶ Unofficial Transcript
- ▶ Core Progress

**Money**

- ▶ Account Information
- ▶ Financial Aid Details

6/28/2010 8:43 00 AM



IQWEB

## View Grades

Grade Report for [REDACTED]

Year/Term: 2010/Spring

Transcript Sequence: 001

Session	Course Id	Sub Type	Section	Course Title	Credits	Midterm Grade	Final Grade	Quality Points
Main Session	MGMT 560	Lecture	01	Organizational Behav	3.00		A	12.00
Main Session	MGMT 564	Lecture	01	Prodn/Operns Mgmt	3.00		A	12.00

Credits		GPA		Awards	
Attempted	Earned	Term	Cumulative	Term	Overall
6.00	6.00	4.00		4.00	

[View Grades for another Year/Term](#)

[Home](#) [New](#) [Favorites](#) [Tools](#) [Print](#)
Convert - Select

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go to ..

**My Course History**

Select Display Option:  
 Hide courses from My Planner  
 Show courses from My Planner

Sort results by    
 then by

Course	Description	Term	Grade	Units	Status
BA 323A	Intro to Management Science	Winter 2009/2010	B	3.00	
MA 240	Applied Statistics	Spring 2009/2010	A	4.00	

go to ..

Internet 100%