

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:

Fax or email a copy of your grades to the ATAP Coordinator at 703-805-1530 or john.t.kelly@us.army.mil within 30 days of completion of your course.

Policy:

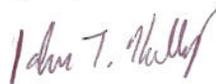
All grades must be submitted in a non-editable format. Grade submissions are only accepted in the following formats:

- *Official or unofficial transcripts
- *Screen snapshot off of 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.

Signed,



John Kelly
ATAP Coordinator
6/24/2008

Example 1: Grade Report off of web

GRADE REPORT



Grade Summary

06/19/2007

Student Name

Session Winter Quarter 2007

Dept.	Course	Section	Course Title	Grade
Summer Quarter 2007				
POL	310	10	COMPARATIVE POLITICAL SYS	
ECO	320	20	MONEY & BANKING	
MAT	300	00	DESCRIPTIVE STATISTICS	
Spring Quarter 2007				
BUS	499	99	SENIOR SEMINAR BUS ADMIN	A
BUS	290	90	BUSINESS ETHICS	A
LEG	140	40	PROCUREMENT & CNTRCT LAW	A
Winter Quarter 2007				
MAT	105	05	INTRO TO COLLEGE MATH	A
Fall Quarter 2006				
FIN	100	00	PRIN OF FINANCE	A
BUS	490	90	BUSINESS POLICY	A
Summer Quarter 2006				
POL	300	00	CONTEMP INTL PROBLEMS	A
Spring Quarter 2006				
LEG	100	00	BUSINESS LAW I	A
HUM	400	00	RELIGION AND PHILOSOPHY	A
Winter Quarter 2006				
HUM	100	00	INTRO TO ART, MUSIC & LIT	A
Summer Quarter 2005				
HUM	350	50	ROMAN LIFE, CULTURE, LANGUAGE	A
Spring Quarter 2005				
HUM	200	00	LOGIC	A
Winter Quarter 2005				
HUM	101	01	ORIGINS OF WESTERN CULTURE	A
Fall Quarter 2004				
BUS	107	07	FNDMNTLS OF E-BUS	A

Example 2: Screen snapshot

Student Information - Microsoft Internet Explorer
http://www.ctc.edu/g-96.html

WED, JUN 27, 2007

FIERCE COLLEGE
UNOFFICIAL STUDENT TRANSCRIPT

PO BOX 414
ROY WA 98580

TERM	COURSE ID	TITLE	GRADE	CREDITS
WIN07	MGMT 282	MARKETING	3.7	5.0
Qtrly:	Gpa Cr 5.0	Cr Earn 5.0	P/S Cr 0.0	Grpts 18.5 GPA 3.70
SPR07	IASI 206	BUSINESS LAW	2.8	5.0
Qtrly:	Gpa Cr 5.0	Cr Earn 5.0	P/S Cr 0.0	Grpts 14.9 GPA 2.80
One:	Gpa Cr 10.0	Cr Earn 10.0	P/S Cr 0.0	Grpts 32.5 GPA 3.25
Clvl:	Gpa Cr 10.0	Cr Earn 10.0	P/S Cr 0.0	Grpts 32.5 GPA 3.25

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Example 3: Screen Snapshot

Posted below is my grade for POM 503 Spring 2007

EMU Grade Key

Student Information

Current Program
Certificates Supply Chain Mgmt
Level: Graduate
Program: BU - Cert Supply Chain Mgmt
Admit Term: Spring 2007
Admit Type: GR New App
Catalog Term: Spring 2007
College: College of Business
Major and Department: Supply Chain Management, Business Administration
Academic Standing:

Graduate Course work

CRN	Subject	Course	Section	Course Title	Campus	Final Grade	Attempted	Est
31341	POM	503	0	Production/Operations Mgmt	Main Campus	B+	3.000	3

Graduate Summary

Important Reminders
Advising for College of Arts & Sciences Students

For more information, Click Here

Would you like to send a comment or suggestion to Student Government? [Click Here](#)

Visit the Student Government website at: <http://www.emich.edu/studentgov/>

Registration Center

Get Ready!

If you plan to register using a computer other than the one you normally use to access my.emich, check to be sure that that computer provides access to my.emich.

If you plan to register from work, you may run into problems if your company employs a firewall. You should check with your local computer support technician (at your company) if you encounter problems.

Get Set!

Review the Student Guide to Registration online or in the center section of the printed Course Schedule available from the Office of Records and Registration.

Look up the courses you want online or pick up a printed class schedule at the Office of Records and Registration.

Check your registration status to be sure you are eligible to register. Refer to the "Registration Status" link on the About my.emich tab for more information. Check the Registration Status for

George Mason University

Fairfax, Virginia 22030-4444

Official Transcript

Name:
 Student NR:
 Print Date: 07/10/96 Page NR: 1

Issued to:

*** Issued to student ***

 Academic Record

Higher Education Institutions:

George Mason University
 Penn State Univ: Main
 Degree: Bachelor of Science
 Penn State Univ: Altoona
 Degree: Associate of Science

Degrees Awarded:

Master of Science 05/18/96
 School of Information Technology & Engin
 Major: Statistical Science
 Cum GPA: 3.615

1993 Spring Term

Admitted Program:

Master of Science
 Major: Electrical Engineering

STAT 610	Stat Fnd: Tech Desc Mak	A	3.0	12.00
	AHrs	EHrs	QHrs	QPts
Current	3.0	3.0	3.0	12.00
Cumulative	3.0	3.0	3.0	12.00

1993 Fall Term

STAT 663	Explor Data Analysis	A	3.0	12.00
	AHrs	EHrs	QHrs	QPts
Current	3.0	3.0	3.0	12.00
Cumulative	6.0	6.0	6.0	24.00

1994 Spring Term

STAT 654	Applied Statistics	A	3.0	12.00
STAT 677	Quality Assurance	W	(3.0)	0.00
	AHrs	EHrs	QHrs	QPts
Current	6.0	3.0	3.0	12.00
Cumulative	12.0	9.0	9.0	36.00

**** No further entries this column ****

1994 Summer Term					
STAT 657	Nonparametric Statistics	A	3.0	12.00	
	AHrs	EHrs	QHrs	QPts	
Current	3.0	3.0	3.0	12.00	
Cumulative	15.0	12.0	12.0	48.00	

1994 Fall Term

Program:
 Master of Science
 Major: Statistical Science

INFT 500	Quant Fndtn Info Syst An	A	3.0	12.00
STAT 644	Applied Probability	B	3.0	9.00
	AHrs	EHrs	QHrs	QPts
Current	6.0	6.0	6.0	21.00
Cumulative	21.0	18.0	18.0	69.00

1995 Spring Term

STAT 656	Regression Analysis	B	3.0	9.00
STAT 677	Quality Assurance	A	3.0	12.00
	AHrs	EHrs	QHrs	QPts
Current	6.0	6.0	6.0	21.00
Cumulative	27.0	24.0	24.0	90.00

1995 Summer Term

STAT 659	Topics in Statistics	A	3.0	12.00
	Topics in Statistics			
	AHrs	EHrs	QHrs	QPts
Current	3.0	3.0	3.0	12.00
Cumulative	30.0	27.0	27.0	102.00

1995 Fall Term

STAT 655	Analysis of Variance	B	3.0	9.00
STAT 670	Survey Sampling	B	3.0	9.00
	AHrs	EHrs	QHrs	QPts
Current	6.0	6.0	6.0	18.00
Cumulative	36.0	33.0	33.0	120.00

1996 Spring Term

STAT 652	Statistical Inference	B	3.0	9.00
STAT 678	Reliability Analysis	A	3.0	12.00
	AHrs	EHrs	QHrs	QPts
Current	6.0	6.0	6.0	21.00
Cumulative	42.0	39.0	39.0	141.00

Degree requirements completed for
 Master of Science

End of Academic Record

Susan Houston Jones
 Director of Registration & Records

