



DEPARTMENT OF INDEPENDENT STUDY

## Graduation Reminders

### Website: [elearn.byu.edu](http://elearn.byu.edu)

Thank you for taking courses through BYU Independent Study. We would like to remind you of some important guidelines for ensuring timely grading and receipt of a course grade in time for graduation. We would also like to tell you of some of the things our office can and cannot do to help you meet your deadlines.

#### What YOU Can Do:

1. Please make certain we receive all course work, including exams, at least **three (3) weeks** before your school's graduation deadline. Please contact your school counselor to verify deadlines.
2. Keep copies of all lessons submitted to Independent Study.
3. Please request your exam well in advance of the three week deadline to allow for mailing times, proctor schedules, etc.
4. Make sure you have a certified proctor with whom you can take your exam. To see the guidelines for proctors, please visit "Read Me First" at our website, [elearn.byu.edu](http://elearn.byu.edu).
5. Make sure your ACT code or high school name appears in your personal information tab so your counselor can view your grades.

#### What WE Can Do:

1. If you find yourself in a time crunch, we can FedEx your final exam to your certified proctor. When requesting your exam online, please select expedited shipping. The one-way express fee is \$20, and the two-way express fee is \$30. The two-way express option requires that the proctor take the test to a FedEx drop box once you have completed your exam.
2. If you take a Speedback exam (where a bubble sheet is used), we will grade the exam as soon as it reaches our office. To view course grades, please log into your account and select "Assignments and Exams."

#### What We Can't Do:

1. We will not fax or email exams; please plan accordingly.
2. Expedited grading is not available; therefore, it is extremely important that we receive your instructor graded assignments and portfolios at least **three (3) weeks** prior to deadlines.

We hope you have found this letter informative. Please follow these guidelines to ensure that we are able to process your lessons and exams in time for graduation.

Thank you,

BYU Independent Study