

Mid-semester and final examinations are administered in accordance with the University Academic Calendar. Mid-semester and final semester grades are submitted via Banner Web Services by the instructor of record.

Faculty members are requested to follow the following steps to complete the grade entry process by the designated deadlines for each term.

1. Log into your Banner Web Services account.
2. Click on the Faculty & Advisors link.
3. Click on the appropriate grading period (midterm or final).
4. Select a specific term and a specific class section (Course Reference Number - CRN) to begin grade entry. If the CRN is not displayed, contact your department.
5. Each student who is registered for that term in the specific class section is listed alphabetically with information about their University Identification Number, number of credit hours enrolled, and registration status.
6. To assign a grade for individual students in each specified class section, use the drop down box that appears in the Grade column (a student will not receive credit for the course without a final grade assignment).
 - a. Students who have officially withdrawn from your class will have a pre-assigned W grade.
 - b. Students who are auditing your class will have a pre-assigned AU grade.
7. When submitting all grades, the *Last Attend Date* must be entered for each student, regardless of the grade, or the grades cannot be submitted/saved.
8. To save the grades you have entered, select the Submit button (it is recommended that you submit/save your grades often, it is not necessary to enter and submit grades all at once).
9. You will have the ability to edit and/or correct grades you have already submitted through the Self-Service system up until the point when the Office of the Registrar "rolls" the grades. After grades are rolled, a Change of Grade form is required to correct data entry errors.
10. Repeat steps four through eight to enter grades for each course.

"I" (Incomplete) Grades

- An Incomplete grade (I grade), may be requested by a student who has done satisfactory work in a course but has not completed all course requirements **due to extenuating circumstances beyond the student's control**. The Request for an Incomplete Grade is located on the Registrar's Office web page.
- The student is responsible for making satisfactory arrangements with the faculty member for completion of course requirements.
- An Incomplete grade must be removed by the faculty member by the end of first 6 weeks of the following semester.
- If the faculty member fails to resolve the Incomplete grade within specified deadline, the University Registrar will assign the permanent grade of "F".

Last Attend Date and Attend Hours

1. Determining the student's Last Date of Attendance

Federal regulations indicate that a school that is not required to take attendance may define a student's last date of attendance as participation in an academically related activity, as documented by the school, for the student's withdrawal date. The date must fall within the term start and end dates.

- a. Examples of acceptable academically related activities are:
 - Last date the student sat for an examination or quiz.
 - Last date the student participated in computer-assisted instruction (requires more than just logging in).
 - Last date the student completed an academic assignment, paper or project.
 - Last date the student signed the class roster.
 - Last communication you had with the student by either email or phone.

2. LAST ATTEND DATE field

- The last attendance date you enter must fall within the scheduled meeting dates of the term of your class. This is a date between the first and last date of instruction for the term.

3. Missing Grades

- If an instructor does not enter grades for a student before the grade entry deadline, the Office of the Registrar will post a grade of **NG** for Not Graded at the time grades are rolled to history.
- All **NG** grades will be listed on reports that can be used to follow-up with instructors. These reports will be available to the Division Chairs, Vice Chancellor for Academic and Student Affairs, as well as the Executive Leadership Team. As grade changes are entered after grade roll, the **NG** grade will be replaced with the corrected grade as submitted by the instructor.

4. Grade Changes after Grade Entry Deadlines

- Following the Grade Entry Deadlines for each term, grades are 'rolled' to Academic History. Once grades have been rolled, grade changes must be processed through the Office of the Registrar. This process is the same as our existing process for grade changes.

5. Post-Grade Entry Processes

- Many other processes are dependent on the grade roll process. Once grades are rolled, term and cumulative Grade Point Averages, Academic Standing (Withdrawn, Good Standing or various Probation levels), and Dean's Lists are calculated and produced for administrative review. It is important to have grades entered prior to the grade entry deadline to avoid delays in these other processes that are dependent upon the grade roll.
- Grades submitted late may affect a student's academic standing (probation or withdrawn status), eligibility for financial aid, or ability to graduate.