MEMORANDUM

DATE: April 28, 2016
SUBJECT: Reporting Grades for 2016 Spring Semester
TO: Faculty
FROM: Office of Admissions and the Registrar

As you assign grades for your classes, please note the following:
- Final Grades are due by Noon on Wednesday, May 11, 2016.
- NS (Not Submitted) grades will be posted for all missing or late grades. NS grades can have a negative impact on students, and graduating students may not be able to receive their diplomas. Late grades can also impact scholastic action (i.e., honors, probation or disqualification) and a student’s future financial aid. Transcripts will be sent with the NS grades.
- As a faculty member, it is your responsibility to protect any educational records in your possession. Note: If you have any questions about educational records or the Family Educational Rights and Privacy Act (FERPA), please contact the Office of Admissions and the Registrar.

WEB GRADING INSTRUCTIONS:
1. Select “Login to Secured Area” at https://uaonline.alaska.edu using your UA Username and Password.
2. Select “Faculty Services.”
3. Select “Enter Grades.”
4. Select one of your courses from the list.
5. For each student, enter his or her grade under the “Final Grade” column. For your information, the bullets below will help clarify how to handle certain grading situations:
   - If a student stopped attending class, enter the last date he or she attended. (This information is used by the Financial Aid Office.)
   - Submit a paper grade roster for any DF*** grades. If you have any questions about this, feel free to contact the Office of Admissions and the Registrar.
   - For each Incomplete (I N*) grade posted on the web, please provide a “Notice of Incomplete Grade” form to the Office of Admissions and the Registrar. To access this form, simply follow the four steps below:
     a) Log in to your UAF e-mail account at http://www.alaska.edu/google/.
     b) Use the Notice of Incomplete Grade Form
6. When all grades are entered, select the “Save” button at the bottom of the page.

VALID GRADE OPTIONS:
Select a grade from the drop down menu in the “Final Grade” column

I N* (Incomplete) – To indicate that an “Incomplete” grade is being assigned to a student, please use the letter grade “I N” via web grading. When the Notice of Incomplete Grade form is received at the Office of Admissions and the Registrar, the temporary grade “I N” is changed to an official grade “I”. The final, official grades “I N” and “I” (Incomplete) are used to indicate that the student has satisfactorily completed (C or better) the majority of work in a course, but for personal reasons beyond the student’s control (such as illness) he or she was not able to complete the course during the regular semester. Typically an Incomplete is assigned in the case when the student is current in the class until at least the last three weeks of the semester.

INCOMPLETE GRADE NOTE: The Incomplete policy requires the instructor to include a statement of the work required to complete the course at the time the “I” grade is assigned.
The student should be notified of the work to be completed, and a copy of the Notice of Incomplete Grade should be sent by the instructor to the Dean of the school or college in which the course is given. An instructor intending to assign a grade of “I” will make a concerted effort to contact the affected student and secure his/her acknowledgement of the conditions. At the end of the defined time limit (may be less than one year), the instructor may issue a grade based on the work submitted by the student. An incomplete must be made up within one year or it will automatically be changed to an “F” grade by the Office of Admissions and the Registrar.

NB** (No Basis) – Instructors may award a No Basis (NB) grade if there is insufficient student progress in a course and/or insufficient attendance for evaluation to occur. When an NB is assigned, the student does not receive credit for the class and the “NB” grade is not calculated in the student’s GPA.

**NO BASIS GRADE NOTE:** The “NB” is a permanent grade and, unlike the Incomplete grade, an NB cannot be removed later by completion of outstanding work.

Supporting Documentation for NB – For Financial Aid purposes, complete the “Last Date Attended” block for all NB grades.

DF*** (Deferred) – This designation is used for courses such as thesis, special projects, etc., that require more than one semester to complete. A deferred grade (DF) indicates that the course requirements cannot be completed by the end of the semester or that a course cannot be completed due to institutional reasons, such as breakdown of laboratory equipment.

CHECKING FOR ERRORS:

1. If a student has been attending class but his/her name does not appear on the grade roster, add the student’s name, Student ID Number and grade earned in the Grade Roster Addition form. If the student was officially enrolled in the class, his/her name will be added to the class and he/she will be given the grade indicated. If there is no record of the student’s enrollment, he/she will not receive credit or a grade for the course.
2. If a student whose name appears on the class roster has stopped attending the class or did not attended at all, and a faculty-initiated withdrawal was not submitted by the deadline, the student must be given an “F” (or “NB”, if it is part of your grading policy). Do not leave the grade field blank. Indicate the last day of class the student attended for Financial Aid records.
3. An “AU” appears for students who were auditors. A “W” may be entered for an auditor who has not met expectations for attendance, but the withdrawal must be submitted on a paper roster. Please deliver paper grade rosters in-person to the Office of Admissions and the Registrar or scan and email from your UAF email account. Faxed grade rosters or rosters delivered through campus mail cannot be accepted. (For more information on the auditing policy, please reference the catalog, page 46.)

Contact the Office of Admissions and the Registrar at 474-7500.