

MEMORANDUM

DATE: December 9, 2011
SUBJECT: Reporting Grades for 2011 Fall Semester
TO: Faculty
FROM: Susan Culley, Records Manager

As of Spring 2010, faculty **must** use web grading for final grades. Complete instructions are available at www.uaf.edu/reg/faculty.html.

Incomplete Grades can now be posted on the web. Notice of Incomplete Grade Forms can be completed at <https://sites.google.com/a/alaska.edu/faculty-and-advising-resources/home> or contact the Office of Admissions and the Registrar for a copy of the traditional paper form.

As you begin the grading process, please be aware of the following:

- **Grades are due by noon on Wednesday, Dec 21, 2011.**
- **NS (Not Submitted) grades will be posted for all missing or late grades.**
NS grades can have a negative impact on students. Graduating students may not be able to receive their diplomas. Late grades can 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, please contact the Office of Admissions and the Registrar.

WEB GRADING INSTRUCTIONS (www.uaf.edu/reg/faculty.html): Due by noon on Wednesday, Dec 21, 2011

1. Select "Login to Secured Area" at uaonline.alaska.edu using your UA Employee ID and PIN.
2. Select **Faculty Services**
3. Select **Term Selection**
 - In the pull down box, select Spring Semester 2011 and click the *Submit* button
4. Select **CRN Selection**
 - In the pull down box, select the desired course and click the *Submit* button
5. Select **Summary Class List/Enter Grades**
 - From the menu at the bottom of the page, click on the *Final Grades* option to begin posting grades
6. For each student, enter a grade under the Grade column.
7. **For students who stopped attending, enter the last date attended. This information is used by the Financial Aid Office.**
8. When finished entering all grades, select the *Submit* button at the bottom of the page.
9. DF and W (for audits only) grades **cannot** be posted on the web and must be submitted with a paper grade roster.
10. A Notice of Incomplete Grade must be submitted to the Office of Admissions and the Registrar for each Incomplete posted on the web. This can be done through the website shown above.

GRADING GUIDE:

Current grading policies can be found on pages 47-48 of the current UAF catalog. The grading system approved for each course must be used. If the course was approved at the beginning of the semester for pass/fail (P/F) grades, only those grades can be issued. **You may not mix pass/fail grades with regular letter grades.**

VALID GRADES:

Letter Graded Course: **A, B, C, D, F, *I N, NB, DF**

Plus/Minus Grades: The letter grades A, B, C and D may include a "+" or "-" to indicate that a student's level of performance is slightly higher or lower than that of the letter grade alone.

Pass-Fail Graded Course: **P, F, *I N, NB, DF**

***Incomplete (I N)**

The letter grade "I" (Incomplete) is a temporary grade 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 sickness, has not been able to complete the course during the regular semester. Normally, 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. The letter grade "I N" is available via web grading. Faculty need to submit a completed Notice of Incomplete Grade for each student receiving an incomplete grade. When the Incomplete Grade form is received at Office of Admissions and the Registrar's, the "I N" is changed to an "I". Please make a copy of the **Notice of Incomplete Grade Form** for your files PRIOR to submission.

Please 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. Effective Fall 2006, 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.*

****No Basis (NB)**

Instructors may award a No Basis (NB) grade if there is insufficient student progress and/or attendance for evaluation to occur. No credit is given, nor is "NB" calculated in the GPA. The "NB" is a permanent grade and may not be used to substitute for the Incomplete (I). **It cannot be removed later by completion of outstanding work.**

For Financial Aid purposes, complete the 'last date attended' block for all NB grades.

*****Deferred (DF)**

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

CHECKING FOR ERRORS: (A copy of the Class Roster Correction Form is attached to this e-mail.)

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 on the appropriate part of the correction 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 you have 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 has not attended at all, and you did not submit a faculty initiated withdrawal 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 attended for Financial Aid records.
3. Please review the course number, credits, title and instructor's name to make certain the information is correct. Indicate any corrections on the corrections form. A copy of this form is attached to this e-mail.
4. An "AU" appears for students who were auditors. A "W" may be recorded for an auditor who has not met expectations for attendance - see auditing policy in the catalog. This must be done on a paper roster. Contact your department administrator or the Office of Admissions and the Registrar for a copy of your roster(s). Deliver grades in person to the Office of Admissions and the Registrar. Do not send completed grades rosters through the campus mail. Faxed grade rosters are not acceptable.

INSTRUCTOR OF RECORD MUST SIGN AND DATE THE GRADE ROSTER AT THE BOTTOM OF THE FORM.

Be reminded that student grades are confidential. Once grades are received and posted on the banner system, students will be able to use UA Online to check their grades.

For questions, please contact the Records office at 474-6856, 6235, 6362 or 6227. Please do not wait until the deadline to bring problems or special needs to our attention.