

# Grading 101

## Best practices and notes for faculty

### Office of the Registrar

1st Floor, Signers' Hall  
(907) 474-6300  
uaf-registrar@alaska.edu

- **Final grades are considered final once they are submitted.** Grades are rolled over nightly until a few days before the grading deadline. At that point, they are rolled over multiple times a day. Once grades are rolled over they can no longer be changed without a Change of Grade form.
- **A last date of attendance is required for all "F", "NB", and "W" grades for all classes.** If a student never attended, use the first day of the course as the last date of attendance.
- **Grades are due at noon on the third business day after a course ends.** Missing grades can negatively impact a student's financial aid, academic standing and registration in a future course.
- **If a grade was posted in error, use a Change of Grade form to correct it.** You may be asked to provide additional documentation. The registrar reviews requests and, in some cases, approval by the program head, dean, and/or provost is required.
- **Instructors are responsible for their grade rosters.** Your grades should be stored securely for a minimum of two years, and should be transferred securely to your department in the event that you leave the university.  
**Best practices for storing grade rosters:**
  - make a backup of digital files on a removable flash drive stored in a secure location,
  - retain paper copies of grade rosters in a lockable file, OR
  - transfer a backup of your grade roster to your dean's office at the end of every semester.
- **The grade appeal policy and process are listed in the Academics and Regulations sections of the catalog under Grading Policies.** Students have 15 class days after the beginning of the following semester to initiate an appeal and must submit a Grade Appeal Form.

### How do I submit my grades?

Grades are submitted in UAOnline. Find tutorial videos and instructions on how to report your grades at the Office of the Registrar [website](#).

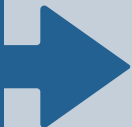
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If you are allowing the student to turn in additional assignments to increase their grade.



### Incomplete (I)

- Use "I" as a temporary grade to indicate the student has satisfactorily completed 75% of coursework with a C or better, but for reasons beyond the student's control, such as illness, they have not been able to complete the course during the regular semester.
- An "I" grade cannot be changed to an "NB" grade at a later date.
- An incomplete grade will convert to an "F" if not changed after one year.

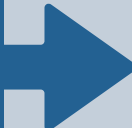
The student has shown insufficient progress or attendance for an evaluation to occur.



### No Basis (NB) or Withdrawn (W)

- "NB" and "W" are final grades and CANNOT be changed.
- No credit is given, nor are they calculated in the GPA.
- If you enter a "W" grade, indicate the last date the student attended class.
- If you expect a student to submit late or additional coursework, and they meet the incomplete grade criteria, assign an "I" grade.
- An "NB" grade cannot be changed to an "I" grade at a later date.

If the course requires more than one semester to complete.



### Deferred (DF)

- Use "DF" for courses that require more than one semester to complete, such as theses or special projects.
- Indicates that course requirements cannot be completed or that institutional equipment breakdown resulted in non-completion by the end of the semester. "DF" grades are temporary. Once the coursework has been completed, turn in the student's permanent final grade.
- A "DF" grade in undergraduate courses will convert to a "W" if not changed after two years.
- "DF" grades can be assigned in both undergraduate and graduate courses.