

GRADING 101

Things to know and best practices when it's time to grade

The types of grades that can be awarded in a course depend on the grade mode. Not all courses are auditable or as Pass/Fail. Information about grade modes and when it is appropriate to use particular grades can be found in the Academics and Regulations section of the catalog.

Grades are due at noon on the third business day after the last day of finals each semester. Grading in UAOnline is turned off promptly to allow end of term processes to be run. This must be completed right away to allow the Office of the Registrar to comply with timelines required for the disbursement of financial aid and other critical processes. Missing grades can negatively impact a student's financial aid, academic standing, and registration in future courses.

A Last Date of Attendance is required for all "F", "NB", and "W" grades for all parts of term, for both graduate and undergraduate courses. If a student never attended, use the first day of the course as the last date of attendance.

Assign an "I" Incomplete grade if you are allowing your student to turn in assignments beyond the last day of class. Use the Notice of Incomplete Grade Form, found on the Office of the Registrar website, to specify what the student must do to complete the course. Students must have satisfactorily completed a majority of the work in the course with a grade of C or higher to be assigned an incomplete grade. To change an "I" Incomplete grade after a student has completed the additional coursework, use the Change of Grade form. All incomplete grades will roll to an "F" if not changed after one year.

Use "DF" Deferred grades for courses that require more than one semester to complete, such as thesis or special projects. "DF" grades cannot be entered in UAOnline, so you must request a roster for any courses you wish to assign them in, however F698 and F699 courses will automatically receive a "DF" at the end of the semester.

"DF" grades are temporary, so once the coursework has been completed, be sure to turn in the student's permanent final grade. If a "DF" has been assigned by the Office of the Registrar because a course is scheduled to end after the last date of the normal semester, request a final grade roster to submit your final grades. "DF" grades can be assigned in both graduate and undergraduate courses, however a "DF" grade assigned in an undergraduate course will be rolled to a "W" after two years.

"NB" No Basis and "W" Withdrawn grades are final grades and cannot be changed. If you expect a student to complete coursework past the grading deadline, assign an "I" grade.

If a grade was posted in error, use a Change of Grade form to correct it. You may be asked to provide additional documentation. Department chair and dean signatures are required for any grade changes other than incomplete or deferred. Change of Grade forms are available by request through the Office of the Registrar.

The grade appeal policy and process are listed in the Academics and Regulations section of the catalog and also at www.uaf.edu/reg/forms. Students have 30 days after the beginning of the following semester to initiate an appeal.

How do I submit my grades?

Go to www.uaf.edu/reg/faculty for tutorial videos and instructions on how to report your grades. Online submission via UAOnline is the easiest and quickest method to post grades.

If you are unable to submit your grades via UAOnline, contact our office for assistance before the deadline to submit grades.

Find us online

www.uaf.edu/reg
catalog.uaf.edu