

Final Grade Submission Instructions

- Log into Self-Service
- Click the "Faculty" button
- Click on the course.
- Click the "Grading" tab.
- Click "Final Grade".
- Enter each student's grades in the "Final Grade" column.

You cannot enter a grade of 'W' or 'WF' when entering your final grades. Those grades require a withdrawal status. You should submit the withdrawal form online for 2 weeks of no show, no contact or excessive absences over 20% of course meeting time. Please remember that student-initiated withdrawals should go through Student Onboarding and Success (formerly Admissions) so that the student is aware of extended time for program completion. You must provide an LD (Last Date of Attendance) for any grade of 'I', 'P', 'P1', 'P2', 'P3', 'R', 'W', 'WF' or 'F'.

The screenshot shows the 'Final Grade' submission interface. The 'Grading' tab is selected, and the 'Final Grade' column is highlighted. A table lists students with columns for Student Name, Student ID, Never Attended, Last Date of Attendance, Final Grade, Expiration Date, and Class Level. Annotations include:

- A blue box pointing to the 'Expiration Date' column: "Expiration date only for incomplete must be entered - 06/012/23".
- A yellow box pointing to a 'W' grade: "LDA will be requested in weekly withdrawal report".
- A green box pointing to a date '1/11/2023': "Correct to have LD for dropped student".

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level
[Redacted]	[Redacted]	<input type="checkbox"/>		Select Grade	Mi/yyy	Freshman Associate
[Redacted]	[Redacted]	<input type="checkbox"/>		Select Grade	Mi/yyy	Sophomore Associate
[Redacted]	[Redacted]	<input type="checkbox"/>		Select Grade	Mi/yyy	Non Degree Seeking
[Redacted]	[Redacted]	<input type="checkbox"/>		Select Grade	Mi/yyy	Freshman Associate
[Redacted]	[Redacted]	<input type="checkbox"/>		Select Grade	Mi/yyy	Freshman Associate
[Redacted]	[Redacted]	<input type="checkbox"/>		Select Grade	Mi/yyy	Freshman Associate
[Redacted]	[Redacted]	<input type="checkbox"/>	Mi/yyy	W		
[Redacted]	[Redacted]	<input type="checkbox"/>		Select Grade	Mi/yyy	Freshman Associate
[Redacted]	[Redacted]	<input type="checkbox"/>	1/11/2023			
[Redacted]	[Redacted]	<input type="checkbox"/>		Select Grade	Mi/yyy	Freshman Certificate/Diploma

- Do not leave the grade blank, or input an incorrect grade and submit a grade change form to give the student a 'W' withdrawal grade. This late in the semester, the grade would be a WF as the W/WF grade is date-determined. To process a withdrawal status with a withdrawal grade at the end of the semester you must email your Curriculum Dean, Department Chair and copy the Dean of Enrollment. Late withdrawals affect Financial Aid and Veteran Administration compliance.

- Enter the last date of attendance for any grade of 'I', 'P', 'P1', 'P2', 'P3', 'R', or 'F'. The LD must match your attendance in Self Service.
- Withdrawal grades 'W', 'WF' are assigned when a student is withdrawn via self-initiation through the Educational Navigator (formerly Admissions Specialist) or via faculty initiation. 'W'/'WF' grades are date determined.
- Graduation and financial aid batch processes cannot begin until **all** grades are submitted.
- Any grade of **Incomplete ('I')** must have a **Requirements to Remove an Incomplete form** submitted to the Registrar's Office at the time of grade submission.

Allowed Grading Scheme

A	Student achieved 90-100% proficiency in your course
B	Student achieved 80-89% proficiency in your course
C	Student achieved 70-79% proficiency in your course
D	Student achieved 60-69% proficiency in your course
F	Student achieved below 60% proficiency in your course— LD required
W	Withdrawal with LDA prior to the 75% point of course— LD required
WF	Withdrawal with LDA after to the 75% point of course— LD required
P	Student achieved 70-100% proficiency in a supplemental instruction course
P1/P2/P3	Transitional Math or English —Student achieved 80% proficiency in the respective level of the transitional instruction course— LD required
R	Transitional Math or English —Student achieved below 80% proficiency— LD required
AU	Student must have registered to AUDIT class with signed Audit Form on file
I	Incomplete—issued in special circumstances— LD required and Expiration date required or grade reverts to an F and Requirements to Remove Incomplete form must be submitted.

**Rosters are very important records; we are audited on them annually.
They must be complete and accurate.**
