FINAL GRADING - Instructions

When do I input Final Grades?

- Once your midterm verification has been submitted the class status for Final Grading will become “Ready”.
- The end date of your class can be found in myACCESS on the Midterm Verification/Final Grading screen.
- The deadline for Final Grade submission is 3 business days from the end date listed in myACCESS
  - Business days for Fall & Spring Semesters are Monday through Friday.
  - Business days for Summer Semester are Monday through Thursday.

How do I input Final Grades?

- Enter a valid Final Grade for each student. Valid grades are A, B, C, D, F, I, S
- What about “W” grades?
  - W grades are accepted only for developmental courses numbered below 1000.
  - Enter a grade of “LW” for a college level course if you issued the student a permit to withdraw and it was your intention that they do so. This grade will be posted as an F if the student did not submit a Permit to Withdraw to the Registration Office before the end of the class.
- What is the “Pas/Aud” column?
  - This is used to identify students who enrolled as Satisfactory/Fail (P) or Audit (A)
    - Satisfactory/Fail students may be graded with S, F, I, or LW
    - Audit students will receive the audit grade of “X” and do not need to be graded.
- Enter a Last Date of Attendance for all students graded F, LW, W using the mm/dd/ccyy format or click the box Never Attended.

How do I grade Withdrawn Students?

- Do not enter a grade for withdrawn students. A grade of W will be assigned automatically based on the date of the student’s withdrawal.
- Enter a Last Date of Attendance in mm/dd/ccyy format or click the box Never Attended.

What is the “Registration Status” column?

- This shows the student’s current registration status in the class.
  - N = new, registered before class began
  - A = add, registered after class began
  - RT = student is repeating the course beyond times credit may be granted.
  - PI = Prerequisite indicated, instructor provided permit for student to register. Temporarily being used to facilitate registration with transfer credit that has not been converted and for the grandfathering of math prerequisites for summer & fall semester.
  - NP = non pursuit, student was indicated at midterm that he/she was not pursuing course objectives, but remains enrolled in the course.
- D or D5 = student withdrew from the course after it began
- WA = student was withdrawn from the course by the instructor due to non-pursuit of course objectives.

- Students who dropped the course before it began, or were dropped for non-payment will not appear on your roster or grading screens.