

Faculty Guide: Final Grades



Final grades are due 3 business days from the last day of class. Multiple processes including graduation, financial aid, academic standing, and reporting are dependent on the timely submission of final grades.

Final grades are issued by faculty at the end of each class, and recorded on the student's permanent academic record according to the following schedule:

Calculated in Grade Point Average:

A	Excellent	4 Grade Points
B	Good	3 Grade Points
C	Satisfactory	2 Grade Points
D	Pass, Less than Satisfactory	1 Grade Point
F	Failing	0 Grade Points
FW	Failing Withdrawal	0 Grade Points

Not Calculated in Grade Point Average:

P	Pass
NP	No Pass
ZP	Pass (Non-Credit Only)
ZNP	No Pass (Non-Credit Only)
ZSP	Satisfactory Progress (Non-Credit Only)
I	Incomplete
Au	Audit

F vs FW Grades:

- Students who actively participate through the entire class and have not earned a final passing grade should receive an F.
- Students who stop participating prior to the end of class but after the last day to withdraw and have not earned a final passing grade should receive an FW. FW grades require the Last Date of Attendance, which must be before the last day of the class.

I (Incomplete) Grades:

An I (Incomplete) grade may be issued when a student has been unable to complete academic work for unforeseeable, emergency, and justifiable reasons. The Incomplete grade signifies the student was enrolled, has attended classes throughout the term, only a minimal amount of course work has not been completed in the prescribed time, and there is still the possibility of earning credit.

An **Incomplete Grade Contract** is required for each student assigned an I grade. The contract expiration date is determined by the instructor and cannot be more than one year following the end of the term in which it was assigned.

A **Grade Change** request must be submitted when the student completes all required work to assign a final grade. If the student does not complete the required work in the timeframe given, the alternate grade indicated on the Incomplete Grade Contract will be assigned.

P/NP Grades:

- P (Pass) grades should be awarded for work completed at the C or better level.
- NP (No Pass) grades should be awarded for work completed at the D or F level.

Some courses are offered on a Pass/No Pass basis for all students. In addition, students may elect to receive a P/NP grade in lieu of a letter grade, provided the P/NP has been deemed appropriate for the course.

If a course is offered on a P/NP basis only, faculty should enter only P or NP grades. If a course is offered on a letter grade basis, faculty should enter letter grades. Students who have elected to earn a P/NP for the class will receive the converted P/NP grade based on the letter grade assigned.

Z Grades:

Z grades (ZP, ZNP, ZSP) are used for noncredit courses only. For noncredit courses, only use Z grades and never assign a letter grade. Similarly, never assign a Z grade for a credit course.

Final Grades Submission

Enter grades for all students. **Do not enter a Last Date of Attendance for all students** – only FW, NP, and ZNP grades should have a Last Date of Attendance.

1. Log in to **Self-Service** and click on **Faculty Overview**. Click on **Course Management** and select the class.
2. Click on the **Grading** tab.

Section Details

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ENGL-1A-D9174: College Comp/Read

Spring 2024
Online - Yuba

1/22/2024 - 5/24/2024
Sutter Internet, NET Lecture - Asynchronous Online

Seats Available ⓘ 2 / 27 / 2

[Deadline Dates](#)

Waitlisted 2 of 10

Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

ⓘ Please enter missing final grade(s).

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
						Not Available	4

3. Click on **Final Grade**.

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[Deadline Dates](#)

Waitlisted 2 of 10

Roster Census **Grading** Permissions Waitlist

Overview **Final Grade**

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
					Not Available	4

4. Use the drop-down menu to select a grade for each student.

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[blurred]	[blurred]	M/d/yyyy	Select Gr	M/d/yyyy	Not Available	4
[blurred]	[blurred]	M/d/yyyy	Select Grade	M/d/yyyy	Not Available	4
[blurred]	[blurred]	M/d/yyyy	A	M/d/yyyy	Not Available	4
[blurred]	[blurred]	M/d/yyyy	B	M/d/yyyy	Not Available	4
[blurred]	[blurred]	M/d/yyyy	C	M/d/yyyy	Not Available	4
[blurred]	[blurred]	M/d/yyyy	P	M/d/yyyy	Not Available	4
[blurred]	[blurred]	M/d/yyyy	D	M/d/yyyy	Not Available	4
[blurred]	[blurred]	M/d/yyyy	NP	M/d/yyyy	Not Available	4
[blurred]	[blurred]	M/d/yyyy	AU	M/d/yyyy	Not Available	4
[blurred]	[blurred]	M/d/yyyy	F	M/d/yyyy	Not Available	4
[blurred]	[blurred]	M/d/yyyy	FW	M/d/yyyy	Not Available	4
[blurred]	[blurred]	M/d/yyyy	I	M/d/yyyy	Not Available	4
[blurred]	[blurred]	M/d/yyyy	ZNP	M/d/yyyy	Not Available	4
[blurred]	[blurred]	M/d/yyyy	ZP	M/d/yyyy	Not Available	4
[blurred]	[blurred]	M/d/yyyy	ZSP	M/d/yyyy	Not Available	4

A Last Date of Attendance is required for FW, NP, and ZNP grades. Do not enter a Last Date of Attendance for other grades.

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[blurred]	[blurred]	M/d/yyyy	FW	M/d/yyyy	Not Available	4

Last Date of Attendance or Never Attended Flag is required

An expiration date is required for I grades. An Incomplete Grade Contract must also be submitted.

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[blurred]	[blurred]	M/d/yyyy	I	M/d/yyyy	Not Available	4

Expiration date is required

- When all grades have been entered a time/date stamp will appear above the list of students.

The screenshot shows the 'Grading' tab with the 'Overview' sub-tab selected. A red arrow points to a notification message: 'Final grading completed on 5/16/2024 at 9:54 AM by [redacted]'. Below this message is a table with the following columns: Student Name, Student ID, Last Date of Attendance, Final Grade, Expiration Date, Class Level, and Credits. Two student rows are visible, with the first row showing a grade of 'I' and an expiration date of '05/01/2025'.

Student Name	Student ID	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[redacted]	[redacted]	M/d/yyyy	I	05/01/2025	Not Available	4
[redacted]	[redacted]	M/d/yyyy	B	M/d/yyyy	Not Available	4

- Grades, Last Dates of Attendance, and Incomplete Expiration Dates can be reviewed on the **Overview** tab.

The screenshot shows the 'Grading' tab with the 'Overview' sub-tab selected. A red arrow points to the 'Overview' tab label. The table below shows a list of students with their final grades and expiration dates. The columns are: Student Name, Student ID, Never Attended, Last Date of Attendance, Final Grade, Expiration Date, Class Level, and Credits.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
[redacted]	[redacted]			I	5/1/2025	Not Available	4
[redacted]	[redacted]			B		Not Available	4
[redacted]	[redacted]			D		Not Available	4
[redacted]	[redacted]			C		Not Available	4
[redacted]	[redacted]			A		Not Available	4