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:			Not Calculated in Grade Point Average:	
A	Excellent	4 Grade Points	P	Pass
B	Good	3 Grade Points	NP	No Pass
C	Satisfactory	2 Grade Points	ZP	Pass (Non-Credit Only)
D	Pass, Less than Satisfactory	1 Grade Point	ZNP	No Pass (Non-Credit Only)
F	Failing	0 Grade Points	ZSP	Satisfactory Progress (Non-Credit Only)
FW	Failing Withdrawal	0 Grade Points	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.

3. Click on **Final Grade**.

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

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

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

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

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