

FINAL GRADE ENTRY

AGENDA

- Importance of submitting final grades by the deadline date
- Dates and Timeline
- Job Aid
- Incomplete Policy and Grade Change form
- Questions
- Contacts

IMPORTANCE OF SUBMITTING FINAL GRADES BY THE DEADLINE DATE

- End of term processing is a multi step process for the Registration team
- Students may be requesting to have their transcripts sent to other schools or for a job
- Students may need to know their grades prior to registering for the next level courses or if they need to repeat a course.
- Academic standing, GPA and Dean's list will be impacted

DATES AND TIMELINE

Thursday, December 7th - An email will be sent out announcing when grade rosters will be available for entry

Monday, December 11th – Grade entry opens

December 12th -18th – Finals

Thursday, December 21st - Grades are due at noon

How to Manually Add Grades into “Faculty Grade Entry”

Step 1.

- Log into <https://my.ctstate.edu/> with your credentials, which are your NetID and password.

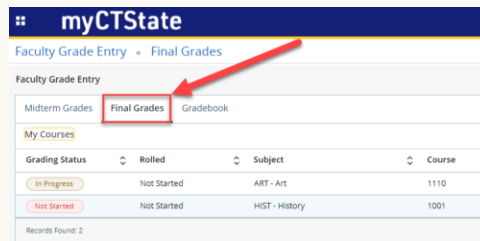
Step 2.

- Under Faculty Self Service, select “Enter Grades.”



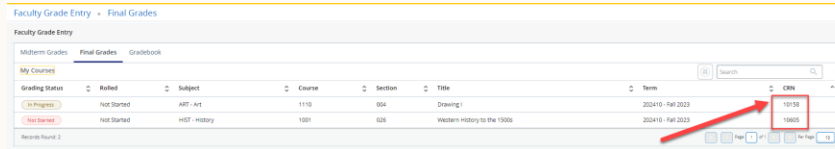
Step 3.

- On the Grade Entry landing page, select the “Final Grades” tab.



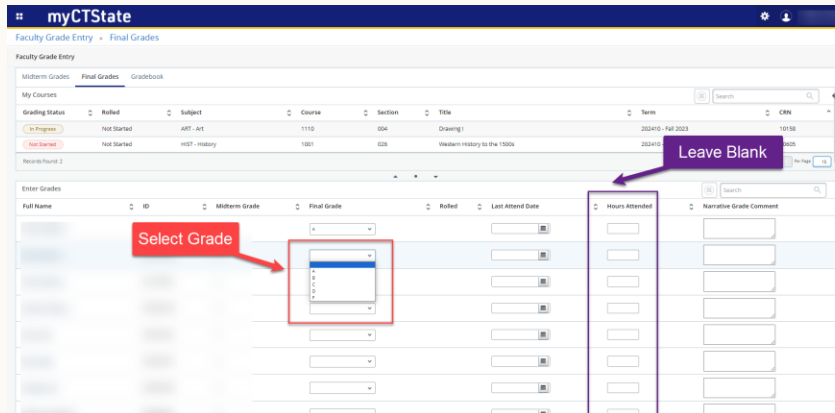
Step 4.

- Select the CRN you wish to access.



Step 5.

- To record a final grade, select the drop-down menu next to the student's name in the column titled "Final Grade."
- If you are assigning an "F" for a grade, you **must** enter the date the student last attended class in the "Last Attended Date" field. For all other grades, leave this field blank.
- The "Hours Attended" field should remain blank.
- If you choose to use this field; be mindful of what you enter as students **will be able to see this text. DO NOT USE**



Step 6.

- Once you have completed entry, click "Save."



- The green notification “Save Successful” means your final grades have been recorded.



- If you are teaching more than one class, navigate to the top of the page, select a new CRN, or subject and repeat the above steps to enter final grades for additional classes.

Please note: Be sure to log out and log back in and recheck that your grades are there.

Per the CT State Catalog:

An Incomplete is used as a temporary grade assigned by a faculty member when coursework is missing, and the student agrees to complete the requirements.

A student may request an Incomplete from the faculty member; that faculty member is not required to agree to the request. Faculty members should assign an Incomplete when there are extenuating circumstances, such as illness, that prevent a student from completing the assigned work on time. Further consideration should be given to determine if the student has participated in and completed at least 61% of the course, and, in the judgment of the faculty member, the student can complete the remaining work no later than the tenth week of the next standard semester.

Any faculty member that assigns an Incomplete shall document such an activity, and inform the student, the campus Dean of Faculty or campus dean responsible for faculty affairs, the campus supervisor of enrollment services, and other appropriate parties, as needed, using a common form. Supporting documentation, agreed upon by both the faculty and student, must include:

- A brief description of the requirements to be completed;
- The date by which the coursework must be submitted to the faculty member;
- A statement that the Incomplete will change to a specific letter grade if the work is not completed by the tenth week of the next standard semester.

If a student fails to complete the required work or fails to submit the work by the specified time, or if the faculty member fails to submit a replacement grade, the Campus Supervisor of Enrollment Supervisor or their designee shall convert the Incomplete on the student's transcript to the letter grade specified on the original paperwork. Specially accredited programs may have specific progression criteria where a student cannot progress in their program with an Incomplete on their transcript.

Students with an Incomplete are temporarily ineligible for semester or graduation honors. Upon conversion of the Incomplete to a letter grade, students may retroactively receive semester or graduation honors, and such recognition shall appear on the transcript, provided the student has earned the required GPA.

Faculty Instructions:

1. Faculty will submit Incomplete Form (signed by all required parties) to the CT State Registration & Academic History Team **by the last day of class for the term in which the incomplete grade is assigned** (see email address listed on form).
2. The Registration & Academic History Team will enter the "I" as the student's grade.
3. Faculty will submit the Grade Change Form to the Campus One Stop Enrollment Center (as applicable).
4. Should no additional work be submitted by the student, or a replacement grade is not submitted by the faculty, the "I" grade will convert to the default grade as listed on the Incomplete Form.

Incomplete Form

*Completed forms must be submitted to ccc-registration-academic-history@ct.edu
by the last day of class for the term in which the incomplete grade is assigned.*

Student Information:

Student ID: @ _____

Name (Last, First, Middle Initial): _____

Name of Faculty Member: _____

Course Number/CRN: _____ Semester: _____

Form Instructions

A student may request an Incomplete from the faculty member; that faculty member is not required to agree to the request. Faculty members should assign an Incomplete when there are extenuating circumstances, such as illness, that prevent a student from completing the assigned work on time. Further consideration should be given to determine if the student has participated in and completed at least 61% of the course, and, in the judgment of the faculty member, the student can complete the remaining work no later than the tenth week of the next standard semester.

If a student fails to complete the required work or fails to submit the work by the specified time, or if the faculty member fails to submit a replacement grade, the grade on the student's transcript will convert to the default grade indicated below.

Default Grade: _____ *(Faculty Member Must Indicate)* **Last Date of Participation:** _____

Requirements

To complete the course requirements, the student must complete the following (attach additional pages if needed):

Faculty Member's Signature _____

Student's Signature _____

Dean of Students & Faculty Signature _____

Date Approved _____

All information requested on this form must be accurately and legibly completed. Grade change forms must be submitted by faculty to Department Chairperson for approval. Grade changes are approved for a limited number of circumstances and are granted at the discretion of the faculty. Students will see updated grades in Banner Self Service.

Completed forms will be routed to Campus One Stop Enrollment Service Center for processing.

Student Name: _____ Student ID: @ _____

Course Information: CRN: _____ Subject: _____ Number: _____

Term: _____ Year: _____

Current Grade _____ Change to: _____

Reason for Grade Change: Change from Incomplete Grade Miscalculation/Error
 Other _____

Approvals:

Faculty _____

Dean/Department Chair _____

For Office Use Only:

Date Received: _____
Date Entered: _____
Entered By: _____

CONTACTS

Anita Sparrow- Director of Registration and Academic History
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Ilene Boyar – Registration Specialist
lboyar@ncc.commnet.edu

Marisol Lopez-Castro - Registration Specialist
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The background features a vertical line on the left side. To the left of this line, there are concentric white circles on a light green background in the upper left, and a light pink triangle in the lower left. To the right of the vertical line, there is a light blue semi-circle in the upper right and a light red triangle in the lower right. The word "QUESTIONS?" is centered in the white space between the vertical line and the right edge of the slide.

QUESTIONS?

THANK YOU

The background features a large white circle on the left and a large light pink circle on the right, both overlapping a dark blue background. The pink circle contains several thin, white, concentric curved lines that create a ripple effect.