

FREQUENTLY ASKED QUESTIONS ABOUT FINAL GRADES

How do I know what type of grade to give a student (i.e. Audit, Pass/Fail, Letter, etc.)?

Your grade roster will indicate the "grading basis" for each student and will only allow you to select the grades that are appropriate for each student. For example, a student who is auditing your course can only be awarded a grade of AU (audit) or AUF (failed audit).

What do I do if the grade I need to award is not available for the student on my roster?

All appropriate grades for the student are listed on your roster. If you believe the grading basis for the student should be different, you will need to refer the student to the Registrar's Office for assistance.

Example: You believe a student is auditing your course, however, your roster indicates you must assign a grade from the "Letter" grading basis. The student will need to file appropriate paperwork to have his grading basis changed from a "Letter" grading basis to an "Audit" grading basis.

In the meantime, select the grade the student has actually earned thus far in your class. If, by chance, the student does not follow-through with the paperwork, the correct grade will be assigned and you need not take further action.

Is it possible to submit my online roster if I've forgotten to/chosen not to assign a grade to a student?

No. Rosters cannot be approved and saved if you haven't assigned a grade to every student. Similarly, rosters cannot be approved and saved if you have assigned an invalid grade to a student (i.e. a PASS in a Letter-graded class).

How will I be notified of deadlines for grade submission?

Faculty will be notified via email once rosters become available online each term. The notification will include details about how and where to access the grade rosters as well as the deadline for grade submission.

Faculty can expect to receive notifications during the fall and spring terms during the 8th and 16th weeks of each term. At the 8-week point, faculty will be instructed to provide final grades for any classes that were scheduled and taught in the first half of the term (first 5 weeks, first 8 weeks, etc.), as well as to provide midterm grades for 100- and 200-level courses that were scheduled in the 16-week session.

During summer, faculty will be notified after the first 3-week session, the first five-week session, and the second five-week session.

During winter, faculty will be notified at the end of the term.

Can I designate someone else to enter my grades for me?

The Online Grading Policy that was approved May 7, 2002, includes the detail on assigning a "grader". The policy states:

Delivered PeopleSoft functionality will be utilized by requiring faculty to submit their midterm and/or final grades online through the Faculty Self-Service portion of the web application during specified time periods each term. Faculty who are unable to submit their grades online (i.e. statewide faculty without computer access) will need to designate a “grader” who will submit grades online on their behalf. The grader in these instances may be an individual in the Flagstaff Distributed Learning Services Office. In these cases, the designated grader should be identified at the beginning of the term, preferably at the time the class is scheduled. Both the instructor and the grader will then be identified on the Schedule of Classes for that particular class, so that either individual can access the instructor’s midterm (if applicable) and/or final grade roster.

The entire policy can be reviewed at www.nau.edu/louieinfo by clicking on the New & Approved NAU Policy, then find *Online Grading Policy*.

How do I change grades after I have submitted them?

If grades have not yet been posted by the Registrar’s Office (the deadline for grade submission has not yet passed), you can return to your grade roster to make changes. To do this, change the status of the roster to “Not Reviewed”. Doing so will make the grade entry fields available to you. Make any necessary changes to grades. Change the grade roster status back to “Approved” and Save.

If grades have already been posted by the Registrar’s Office (the deadline for grade submission has already passed), you will need to submit a Change of Grade Form. Change of Grade Forms can be obtained from your College/Department. Complete a form for each grade that needs to be changed, sign it, and obtain the signatures of your department chair and dean. The form then needs to be submitted to the Registrar’s Office for processing.

What happens if I do not submit my grades online or I miss the grade submission deadline?

ALL GRADE ROSTERS MUST BE APPROVED AND SAVED by the published grade submission deadline.

If you do not submit your grades by the published grade submission deadline, you will be required to submit a Change of Grade Form for each student enrolled in each class you did not grade.

Assistant Deans, Associate Deans, and/or Deans who request access will be granted the online security to monitor grade submissions by their faculty. The Registrar’s Office will also monitor grade submission prior to and after the grade submission deadline. The Registrar’s Office will notify university administration (Deans, the Associate Provost for Undergraduate Studies, and/or the Provost) of missing grades if it becomes necessary.

What happens if a student adds a course after the grade rosters are generated?

The student will not appear on the grade roster. Use a Change of Grade Form to submit a grade for the student.

What should I do if a student is not on my roster, but has been attending regularly and has earned a grade?

In this case, you should complete a Change of Grade Form to submit the appropriate grade. You will also need to notify the student that he/she does not appear on your roster. The student should be referred to the Registrar's Office where the situation can be researched and appropriate action can be taken. The Change of Grade Form you submitted will be processed by the Registrar's Office once the enrollment issue is corrected.

What should I do if a student is on the roster, but has not attended class at all and has not appeared on the roster before now?

The 2001-2003 Undergraduate Catalog states:

If you have not participated in a course but also have not officially dropped that course and your name appears on the final grade report, you receive a failing grade for that course. Your instructor cannot record a W on the final grade report.

In accordance with this policy, you should submit a grade of "F" for the student. If this is an inappropriate grade, the student needs to contact the Registrar's Office to request research into the issue.

What happens if, after I've approved the grade roster, I discover I entered the wrong grades for students?

If the grades have not yet been posted, return to the grade roster, change the status from Approved to Not Reviewed and change the grades. Then, change the status back to Approved and Save. If this is discovered after grades have been posted, submit a Change of Grade Form to the Registrar's Office.