FACULTY SELF SERVICE

Submit Grade Roster

Step 1 – To begin, click HR / Campus Solutions

Step 2 – Click on Self Service
Step 3 – Click on Faculty Center

Step 4 – Click on My Schedule

Step 5 – Click on Grade Roster Icon.
Step 6 – Select **Not Reviewed** and click on **View All**

Step 7 – Assign the Grades
Step 8 – Select Approve and hit Save

You have successfully approved your grade roster and it is ready to be posted by the office of registrar.

Grading System

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>GPA Value</th>
<th>LETTER GRADE</th>
<th>GPA Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**FOR BASIC SKILLS COURSES THE KEY FOR “R” GRADES ARE:**

- **R**= PREVIOUS R GRADE
- **RR**= NO “R” GRADE ALLOWED

**REQUIRED GRADING & ATTENDANCE POLICY**

Any student whose name does not appear on the grade roster is not officially registered and may not receive a grade.

- **F**= Students whose last date of attendance was after July 17, must receive an F grade.
W= If a student officially withdrew from your class, a grade of W (Officially Withdrawal) has been posted on your roster.

*WN= was assigned to students that never attended a class or for whom there is no documented evidence of the student’s participation in a course prior to Tuesday, July 10, 2012. The *WN is non-punitive and it does not affect the student GPA.

WU/Attendance non-compliance= Based on the College’s grading policy, students whose last day of attendance was on or before July 17, 2012 must receive a WU grade.

WA= If a student has a WA grade on your roster, this means that the student is not in compliance with immunization requirements. If the student has given you a WA reversal form from the Health Center you may submit a Change of Grade form for the student. However, if the student has not submitted proof of immunization by the end of the session the student is not entitled to a change of grade.

IN= “The Incomplete grade may be awarded to students who have not completed all of the required course work but for whom there is a reasonable expectation of satisfactory completion. A student who is otherwise in good standing in a course defined as complying with the college attendance policy and maintaining a passing average but who has not completed at most two major assignments or examinations by the end of the course may request an incomplete grade. To be eligible, such a student must provide, before the instructor submits grades for the course, a documented reason, satisfactory to the instructor, for not having completed the assignment on time. Instructors giving IN grades must inform students in writing of the conditions under which they may receive passing grades. Departments may designate certain courses in which no incomplete grades may be awarded. In addition, for clinical affiliation courses or internship courses in the departments of Cooperative Education and Natural and Applied Sciences, an Incomplete grade may be given by an instructor when a supervisor’s evaluation has not been received in time for grading or when a student has been given permission by the instructor to complete the internship or clinical affiliation course beyond the end of the academic term in which the student is registered. An IN grade may be changed to a passing or failing grade by the instructor during the semester after which the IN was incurred. If a change of grade form is not submitted by the end of the following semester, the IN grade automatically converts to a FIN. While the IN grade is in force, the student may not re-register for the same course” (College Catalog 2011-2012 page 178).