

## FINAL GRADE INSTRUCTIONS - SPRING 2016

Only primary instructors can enter final grades. Primary instructors not able to enter final grades must contact the Division Chair.

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### **DEADLINES**

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- Full-term courses:
  - **Monday, May 9, 2016, at noon (EST)**
  - Grades may be entered beginning on April 26
- Part-of-Term courses:
  - Due within 48 hours of final class meeting
  - Grades may be entered beginning one week prior to the end of the course

### **INSTRUCTIONS**

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- Log into your NOW account.
- Click on FACULTY AND ADVISORS.
- Click on FINAL GRADES.
- Select a Term.
- Choose the CRN for the class.
- The class list appears alphabetically.
  - **Use the drop down arrows to the right of each name to select a grade.** For classes with more than 25 students, click on the “Records 26 – “link located above the SUBMIT button to view the remainder of the list.
- **A GRADE IS REQUIRED FOR EVERY STUDENT LISTED.**
- ***Required step --- enter the student’s late date of attendance (format = MM/DD/YYYY) for any student receiving a grade of “F” or “N.”***
  - TIP: Enter all grades that are not an “F” or “N” and click submit. Then enter grades for students who received an “F” or “N” grade. Be sure to use the correct date format.
- Click the SUBMIT button at the bottom of the page when finished entering the grades. Twenty continuous minutes are given to enter grades. Each time the SUBMIT button is clicked, the 20 minutes starts over.
- FINAL GRADES are available for student viewing using NORTHERN ON THE WEB. The calculation of *grade point averages occurs after all grades are received from all instructors.*
  - **Acceptable Grades include:**
    - **Regular Courses: A, B, C, D, F, or I**
    - **Pass/Fail Courses: K, N, or I**
    - **Developmental Courses: A#, B#, C#, I, N, or R**

### **REMINDERS**

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- ***Review class rosters throughout the semester to ensure an accurate listing of students.***
  - Contact Tracy Jenkins in the Registrar’s Office if a student attends class, but is not on the roster. Students not registered are ***not*** permitted to attend class.
- Submit Incomplete Grade Forms to the Registrar’s Office for students receiving an Incomplete grade.
  - Forms are available at all Service Centers and on the Records Office [webpage](#).
  - **An Incomplete grade not made up by the established deadline (December 1 for Spring & Summer; May 1 for Fall), automatically becomes an ‘F’.** Refer to the Grading Rule in the catalog for more information.
- Final grades are not complete until every student has a final grade and the Registrar’s Office has received all Incomplete forms.

## **NOTES REGARDING DEADLINE FOR FINAL GRADE SUBMISSION**

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- ***It is imperative that grades be submitted by the deadline***
  - **Faculty who miss the final grade deadline must complete a *Change of Grade* form for each student as the Registrar's Office issues these students a grade of 'Z'.**
  - Address concerns about meeting the deadline to your Division Chair one week prior to the final grade deadline.
  - Submitting final grades late has negative ramifications for the student and the institution:
    - Students are not able to graduate and/or obtain transcripts.
    - The student's ability to transfer to other institutions, obtain employment, and/or receive reimbursement by their employers is impacted.
    - Final GPAs cannot be calculated which results in Academic and Financial Aid Standards of Progress not being calculated.
    - The institution's ability to award financial aid appropriately and to notify students in a timely manner regarding their academic eligibility is negatively impacted.
  - Direct questions to:
    - Tracy Jenkins at (304-214-8855)
    - Carry DeAtley (304-214-8856), or
    - Ashley Moran at (304- 214-8852).
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