

## FINAL GRADE INSTRUCTIONS Fall 2020

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

### **Deadlines:**

Full-term courses: **Monday, December 14, 2020 at noon.**

Grades may be entered beginning on December 7, 2020

Part-of-Term courses: Grades are due within 48 hours of final class meeting.

Grades may be entered beginning one week prior to the end of the course.

### **Reminder:**

- Check 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 (Room 101, B&O Building) for students receiving an Incomplete grade. Forms are available at all Service Centers or online at the Records Office Website
- 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 regarding Incomplete grades.
- Final grades are not complete until each student has a final grade and the Registrar's Office has received all Incomplete forms.

### **Deadline for Final Grade Submission**

- 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.

### **Instructions:**

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 25 –" link located above the SUBMIT button to view the remainder of the list.

**A GRADE IS REQUIRED FOR EACH STUDENT LISTED.**

### **Required Step**

Enter the student's last date of attendance (format = MM/DD/YYYY) for any student receiving a grade of "F" or "N". 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.