

Important Information

About Entering Grades After the Required Deadline

- ✚ Grades not submitted by the deadline will require a **Change of Grade Form** to assign a grade.
- ✚ A grade of **Incomplete** requires the instructor to file an **Incomplete Grade Form**
- ✚ An **Incomplete Grade** is **only** assigned:
 - ✓ “The awarding of an incomplete grade is at the discretion of the instructor
 - ✓ provided the student has been attending the class,
 - ✓ is passing and has an unforeseen emergency, which occurs after the last day to drop classes.”
- ✚ Go to: Your local Campus President’s administration office.
 - Request an **Incomplete Grade Form**
 - On the form indicate:
 - (a) the reason for the Incomplete grade, and
 - (b) what is required of the student to achieve a permanent grade
 - (c) additionally, the instructor **must** also indicate the grade the student has earned on the work completed to date.
 - AND indicate the weight to be used on the portion of the work completed after the assignment is given and completed by the student on the balance of the work when computing a final grade.

Note:

- ✓ **AN INSTRUCTOR MUST REVIEW THE REQUIREMENTS FOR APPLYING THE ASSIGNMENT OF AN INCOMPLETE GRADE.**
 - ✓ Review the time period of expiration for assigning and the student’s completion of an Incomplete Grade contract.
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- ✚ Grades of **E, I** (Incomplete) and **XW** (walk-away) must be accompanied by an **approximate Last Date of Attendance**.
 - If the student never attended, enter the first day of the term.
 - If the student stopped attending during the term, use the last date that you can tie an academic activity to. Examples would be last Blackboard login, last date of a paper or quiz.

IMPORTANT:

- ✓ Banner session’s time out in 60 minutes. Submit grades frequently to prevent losing your work.
- ✓ **Do not** enter anything in the **Attended Hours** fields.

Course Information

Design I AD 10500 0

CRN: 77388

Students Registered: 4

Please submit the grades often. There is a 60 minute time limit starting at 01:10 pm on Nov 29, 2010 for this page

Last date of attendance must be recorded when grades of E, I and XW are assigned.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Student, Ima A.	022621313	3.000	**Registered** Aug 23, 2010	None	N			4
2	Student, Imogene A. Confidential	013181330	3.000	**Registered** Aug 23, 2010	A	N			2
3	Student, John Q P.	013171157	3.000	**Registered** Aug 23, 2010	A-	N			1
4	Student, Ima T.	013181322	3.000	**Registered** Aug 23, 2010	B+	N			3

Submit Reset

The Attend Hours field is not used and is to be left blank.

Please submit the grades often. There is a 60 minute time limit starting at 01:10 pm on Nov 29, 2010 for this page.