

Spring 2009 Grade Help and Guidelines
Office of the Registrar
303-492-8494

http://registrar.colorado.edu/staff/pdf/spring_2009_grade_help_guidelines.pdf

Final Grade Deadlines

If you are using web grading:

4-29-09 – 5-17-09 - web grading is available. (you have longer to enter grades if you use web grading)

Questions? Contact Corey Wahl at corey.wahl@colorado.edu or 2-3015

****You must use the IP grade for Masters and Doc thesis and dissertation hours.*

*Letter grades are not entered until a final grade card has been completed. *****

If you use final grade lists:

All Final Grade Lists **MUST GO TO THE DEPARTMENT OFFICE** before being delivered to Academic Records by an authorized person. **Do not mail the FGLs through campus mail.** They are to be hand-delivered to Academic Records in Regent 105. Please note the deadlines listed below:

<u>Exam Date</u>	<u>Due Date *</u>	<u>Time</u>
Saturday, May 2	Thursday, May 7	4:00 p.m.
Monday, May 4	Friday, May 8	4:00 p.m.
Tuesday, May 5	Monday, May 11	4:00 p.m.
Wednesday, May 6	Monday, May 11	4:00 p.m.
Thursday, May 7	Tuesday, May 12	9:00 a.m.

*These dates supersede any dates printed on the Final Grade Lists!

To prevent commonly recurring delays in processing, check the following:

_____ Bubbles are to the right of each grade.

_____ Fill in the '+/-' column, if applicable.

_____ Write the letter grade in the 'Grade in Ink' column to the right of the 'Student Number' column. Because the FGLs are imaged, **please use blue or black ink.**

_____ Use a #2 pencil to fill in the **bubbles**. (If you accidentally use ink to fill a bubble, please mark over the ink with a #2 pencil.)

_____ **Use only the grades preprinted on the Final Grade Lists.** (These are predetermined by your department.) **If you do not choose one of the preprinted options for each student, the entire grade sheet will not scan.**

_____ **DO NOT** use staples, paper clips, or tape.

_____ **DO NOT** use correction fluid anywhere on the Final Grade Lists. (The fluid contains carbon that activates the scanning sensors.)

_____ **SIGN** your name on the "Instructor Signature in Ink" line.

****For faculty using our new upgrAde system, please see the Registrar’s web page for instructions and FAQs. Corey Wahl is our new upgrAde coordinator and will be in charge of the web grading help line at 303-492-3015 or corey.wahl@colorado.edu. The registrar’s web page is at registrar.colorado.edu.

Consequences of Late Submission

- **Students receive blank grades on their transcripts.**
- **Students’ status (e.g., probation, suspension, re-admission) and graduation may be affected.**
- **Transcripts distributed to the deans’ offices are not accurate.**
- **The dean of your college or school and the chair of your department are notified of delinquent final grade lists.**

Grade Scale and Symbols

<i>Superior/Excellent.....</i>	A
	A-
	B+
<i>Good/Better Than Average.....</i>	B
	B-
	C+
<i>Competent/Average.....</i>	C
	C-
	D+
	D
<i>Minimum Passing.....</i>	D-
	F

Other Grade Symbols

I	<i>Incomplete</i> --regarded as <i>F</i> if not completed within one year
IP	<i>In Progress</i> --thesis at the graduate level only
NC	No credit—designated by student at registration – entered by Academic Records only
W	<i>Withdrew</i> --assigned by the Office of the Registrar only
P	<i>Passing</i> --grades of <i>P</i> should be entered only if the <i>P</i> is preprinted (Students registered for the pass/fail option will be assigned a <i>P</i> by the Office of the Registrar.)

Missing Student Name

If a student’s name is missing, add the name, student number, final grade, and fill in the grade bubble at the bottom of the list. Omissions of computer-printed names can occur for several reasons. If the omission was the result of an administrative error, the final grade will be processed without further imposition to the instructor or dean. The grade will not be processed if the student is not officially registered for the course.

Non-attendance

If a student never attended, or if a student stopped attending and, in either case, did not officially drop the class, then please write an *X* in the grade column and fill in the *F* bubble. Dropping a class is the sole responsibility of the student. **DO NOT WRITE A “W” IN THE GRADE COLUMN.** Use the “Remarks” column for further clarification about the student’s attendance.

Withdrawal

If a preprinted **W** appears in the “Grade in Ink” column and the student is still attending class, write the earned grade in the “Remarks” column. **DO NOT BUBBLE THE EARNED GRADE.**

DO NOT USE THE EXTRA BLANK BUBBLE ON THE FAR RIGHT OF THE FINAL GRADE LIST TO ASSIGN A “W” FOR THE STUDENT. DO NOT USE THE BUBBLE ON THE FAR RIGHT OF THE GRADE SHEET FOR ANY REASON. PLEASE USE THE REMARKS COLUMN FOR EXPLANATIONS.

Confirmation or Verification of Grades

In approximately six weeks, a printout of the processed grades for this term will be available from your department Final Grade Liaison. Please reconcile this printout with the grades you assigned.

Important Information about Potential Unauthorized Grade Changing

To provide adequate grade security during the final grade period, please follow the recommendations listed below:

- Lock office doors and windows when unattended.
- Secure your final grade lists and grade books when not in use.
- Upon completion of the final grade list, make a copy for your file, and then deliver the original to your department Final Grade Liaison. (Deliver it to them personally, unless it is **impossible** to do so.)
- Report possible suspicious acts or definite tampering acts.
- Sign off from your computer terminal when not in the office.
- Do not provide student employees access to final grade lists or to the grade book, or keys to files where these items are stored.
- Review the “Confirmation of Grades” rosters, which you will receive in six weeks.

Posting of Grades

Posting strips are no longer attached to the final grade lists. If faculty wish to post grades, please remember: if using randomly assigned code words or numbers to post grades, students’ written permission is not required; grades posted cannot appear in alphabetical order on any posting; grades should not be sent to students via e-mail - this is not a secure method of posting; grades posted cannot use any portion of the student’s identification number - this includes the new random SID numbers that have replaced the former social security SIDs. The new random numbers are SIDs and are confidential to the individual student.

Methods for Students to Obtain Grades

- Refer students to the CU Connect website for on-line access to their grades. This URL is: <https://cuconnect.colorado.edu>.
- Grades will be available from CU Connect beginning Friday, May 8. Spring 2009 term code is 091.
- Students may also receive a copy of their transcripts at no cost by ordering one via CU Connect (web address above) or from the Office of the Registrar. These may be ordered by writing to:

Transcripts
Campus Box 68
University of Colorado
Boulder, Colorado 80309-0068
Phone: 303-492-8987

For Final Grade List Help

If you have any questions or problems regarding your final grade lists, please call Carol Reese, at 303-492-8494.