

## **FAQ's For Final Grade Submission**

**Q: When are final grades due?**

Final grades for Spring 2010 are due at 10 pm, Wednesday, May 19<sup>th</sup>.

**Q: What happens if I don't submit my grades by the deadline?**

You will receive an e-mail containing the names of those students for which you did not submit grades shortly after the deadline. A list of those faculty who did not submit grades will be provided to the appropriate Dean's Office and the Provost's Office.

**Q: What are the consequences to my students if I don't submit grades for them by the deadline?**

If the student is graduating, it could impact the graduation honor they receive, or delay receipt of their diploma. For those students who are not graduating, it may impact their academic status and dean's list eligibility. It can also impact their financial aid package if scholarships or aid is GPA based.

**Q: How do I submit my final grades?**

HomerConnect will open for final grade submission on Wednesday, May 5, 2010. Make sure you have selected the correct semester.

**Q: I cannot find the link for a course/lab that I teach.**

You must be the primary faculty member listed on the course. If your name is listed second on the roster, you will not have access to the final grade link. The grades will have to be submitted by the primary faculty member.

**Q: Can I input only part of my grades and come back later and enter additional grades?**

Yes, you may enter as many grades as you wish during one login session, but make sure to press the SUBMIT button several times during the time you are logged in and entering grades. This insures the grades you have entered are recorded. When you RETURN to the Final Grade link page and view the grades previously submitted, you will still see the Drop Down box. This will remain on the screen until the grading submission is turned off (10 pm, May 19, 2010).

**Q: On my grade list, the last part of the alphabetical class list is missing? How do I grade these students?**

There is a limit of 40 students per page on the HomerConnect class list and grade list. After entering the first page of student grades, click submit, then scroll to the bottom of the page and click the link to be directed to the next page to submit the rest of the grades for your class.

**Q: What if I've signed a withdrawal form for a student, but that student's name is still on my list?**

You can contact the Dean's Office to see if it has been approved and forwarded to the Registrar's Office. If so, contact the Registrar's Office to see why the form has not been

processed. If the Registrar's Office does not have the form, you should enter the grade that the student earned in the course.

**Q: What if a student is attending my class, but the student's name is not on my grade list?**

Please notify the student to go to his/her Dean's Office immediately.

**Q: What if a student's name appears on my grade list, but they've never attended my class?**

Please contact your Dean's Office, or you can choose to assign a grade of "F".

**Q: What if the student is registered in one section of a course, but attending another section of the same course?**

The student should immediately go to his/her Dean's Office to request to be registered in the correct section of the course.

**Q: How do I change credit for a student in a variable credit course that is registered for the wrong number of credits?**

The student will need to go to the Dean's Office to request to have his/her record corrected.

**Q: In reviewing my grades, I recorded an incorrect grade. What do I do?**

If the deadline has not passed (10 P.M. on May 19, 2010), you may go to HomerConnect to change a grade and then remember to press SUBMIT.

**Q: I originally recorded an "I" for a student and now they have completed the course work. Can I change the I to a letter grade?**

If the deadline has not passed (10 P.M. on May 19, 2010), you may change the I to a letter grade. Remember to press SUBMIT. If it is past the deadline for submitting final grades, you must fill out a Grade Change Form (available in your dean's office). Leave the form with your dean's office and they will forward it to the Registrar where the new grade will be entered for the student.

**Q: One of my students emailed me and said they received a NGS for a final grade. What does NGS stand for?**

Occasionally, when entering grades on line, a student may be missed and the system automatically records a NGS (No grade submitted). To remedy this error, you must submit a Change of Grade form. You may obtain a Grade Change form from your dean's office and submit the grade via this form. The Registrar's office will notify you of NGS entries.

**Q: Do I have to fill out an incomplete form to submit an I as a final grade when entering my grades online?**

From page the 2009-2010 Ithaca College Undergraduate Catalog: "Incompletes are given only when a student is doing satisfactory work but, for a legitimate reason, cannot complete the course. The instructor, the student, and the dean of the school in

which the course is being offered must fill out and sign the “incomplete” form, available in the registrar’s office.” When the College re-opens for business after the deadline for grade submission has passed, the faculty member is responsible for getting this form completed and delivered to the registrar’s office. **STUDENTS CANNOT GRADUATE WITH AN INCOMPLETE ON THEIR ACADEMIC RECORD EVEN IF THEY MEET ALL THE GRADUATION REQUIREMENTS.**

**Q: When will students know what their grades are?**

Student grades ONLY (no semester and term calculations) will be available to view by: Thursday, May 20, 2010 at 12:00 noon. Once all the steps for grade processing are completed, students will have grades and full term and cumulative information to view by Friday, May 21, 2010.

**Q: What if I have questions during the time the college is closed?**

Please email your grade related inquiries to [Homer@ithaca.edu](mailto:Homer@ithaca.edu). This email will be monitored outside regular business hours. Please be patient in waiting for your response.