



# MEMORANDUM

Date: July 31, 2019 (*revised August 1, 2019*)

To: Deans and Chairs

From: Tracee T. Smith   
Registrar & Director of Student Records

Sub: Final Grade Submissions\_Full and Session II Summer Terms

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## **Full Summer and Summer II 2019 grades are due Monday, August 5<sup>th</sup>**

### **Final Grades**

The last day of our Full and Summer Session II Terms will be Friday, August 2<sup>nd</sup>. The grade portal is currently open. Grades must be submitted for all students without exception. Instructors are expected to finalize all grades by noon on Monday, August 5<sup>th</sup>. The Office of Student Records (OSR) will begin close-out processes at 12:01 PM on the 5<sup>th</sup>. OSR will close the BANNER grade portal, roll grades, perform inclusions/exclusions, calculate GPAs, finalize archival processes, post grades, post academic standings, etc.

Instructors should submit grades A, B, C, D or F for normal grade modes. If a grade mode is P, then grades of Pass or Fail (P and F, respectively) are acceptable. Grades of P or F should not be entered for normal letter grades of A, B, C, D or F.

Instructors should (i) deploy quality controls e.g. review Canvas rosters, check assignment submissions, clear e-mails/voicemails, etc. to prevent errors; **BANNER houses the official record of enrollment, therefore, all rosters in Canvas, Pearson, or any other third party platform should reflect the same names, which are listed in BANNER Online Services.** (ii) double-check computations to guard against errors, omissions, or miscalculations; (iii) ensure no blanks; (iv) take extra care to log-off—and then log back into—BANNER to confirm that submitted grades did indeed take and were stored in BANNER; and, (v) furnish copies of time-stamped, grade submission screens to the dean's office. These copies come in handy when unsubmitted/incomplete final grade roster issues arise. Instructors/deans may request customer service via Records Request Form ("other") [here](#).

Deans may expect to receive unsubmitted/incomplete grade notifications as early as 10:00 AM on August 5<sup>th</sup>. If grades are submitted after the deadline, you will receive a communication that requests you to (i) compile outstanding missing grades and (ii) furnish a certification of completion of missing grades. Your usual cooperation and support in meeting this fundamental requirement is appreciated.

### **Incomplete Grades**

Incomplete grades are requested by students who have well-documented emergencies or extenuating circumstances. Incompletes should be rare and, to prevent instructor errors where an "I" is submitted inadvertently, the I-feature is disabled in BANNER for final grade submissions. Chairs and deans ultimately verify and sign incompletes. Thus, they should be apprised when a student requests an incomplete grade as well as have supporting evidence for the I-request before final grades are submitted. Please see the Final

### **Incomplete Grades (cont'd)**

Grade policy and pay particular attention to the section dealing with incompletes → [here](#). Although “I” grades should be rare, follow the steps for issuance:

**Step #1:** Instructors should furnish chairs → deans supporting documentation. Such evidence should include (a) the grade the student has earned to date based on the syllabus section; (b) a clear explanation of the student’s emergency or compelling issue with official proof e.g. court, hospital, government office; and, (c) proof of the extenuating circumstance. The dean forwards the information to [records@alcorn.edu](mailto:records@alcorn.edu) for recording in the missing grade slot.

**Step #2:** OSR will input the grade of “I” in the missing grade slot during the final grade reporting period. OSR confirms with deans that they have no missing grades in the unit.

**Step #3:** Before the I → F conversion period, the instructor submits the final grade per the Grade Change Form → [here](#). Your cooperation is appreciated. It ensures that critical and sensitive parties (instructors → chairs → deans → Office of Student Records → Academic Affairs) and looped in have the important information and documentation up front to document final grades with accuracy and support, especially if the instructor separates from the university or the student is unable to complete remaining work.

### **Change of Grades**

All requests to change grades must be submitted via the Records Request Form [here](#). OSR will not accept rosters with changes.

Your usual cooperation and support in assuring grades are submitted by the deadline is a fundamental employment requirement and is considered indispensable.