

Winter 2017 Grade Submission

The FINAL grade submission deadline for winter 2017 courses is **11 pm on Thursday, April 27, 2017.**

Grade submission information

**1. Non-attendance**

University policy requires that a grade of “NA” be assigned if a student **NEVER** attended the class. If the student attended your course, even just once, this grade is NOT to be used.

**2. In Progress Course Grades:**

For courses that extend beyond the semester close date or courses such as Thesis or Fieldwork, which extend over more than one semester, an IP (In-Progress) grade is to be assigned to each student in the class. The IP grade does not apply to individual students seeking an incomplete (I) grade.

**3. Incomplete (I) grades (\*Last Date of Attendance required)**

Departmental offices will maintain information about the work that the student must complete in order to remove an incomplete and receive a grade for the class. A form for retaining needed information has been disseminated to departments by the Provost’s office.

**4. Failing grade (\*Last Date of Attendance required)**

A failing grade is to be recorded as an “F”.

**\*5. Last Date of Attendance Requirement:**

**A Last Date of Attendance is required when submitting an Incomplete (I) or failing (F) grade.** This requirement is due to federal financial aid regulations which require confirmation that students who do not complete courses have attended beyond the 60% point of the semester.

When submitting grades, if you do not enter a required Last Date of Attendance (LDA), for “I” or “F” grades, an error message will be displayed. **Note:** nothing needs to be entered in the Attend Hours field

Be sure to maximize your self-service window in my.emich so you can view any error messages that are displayed:

- General error messages will be displayed just above the list of students on your roster.
- Error messages specific to an individual student will be displayed to the right of that student's record.

If these errors are not corrected before you leave the grade submission page, NONE of the grades submitted for the section will be saved.

Please note, this is not a requirement to take attendance. The use of test dates, homework submissions, and/or online discussions are all acceptable methods to determine the best estimate of last date of attendance.

Additional information regarding Grade Submission can be found at:

[http://www.emich.edu/registrar/registration\\_info/grade\\_policy.php](http://www.emich.edu/registrar/registration_info/grade_policy.php)  
[http://www.emich.edu/it/help/servcat/services/selfservice/faculty\\_and\\_advisor/courses/fc-grades.php](http://www.emich.edu/it/help/servcat/services/selfservice/faculty_and_advisor/courses/fc-grades.php)