Grade Submission Policy

The grade submission deadline for courses is the earlier of the following

- **48 hours after the last class for a part of term that ends prior to the last date of the semester**
- **11pm on the second day after the end of exams for the semester (December 19 for fall 2023)**

Grade submission policies:

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. Grades submitted as "NA" will be converted and reflect on a student's transcript as an "F" grade. This can affect financial aid audits and payments so should only be used as defined.

2.   **In-Progress Course Grades:**
For courses that extend over more than one semester, such as Thesis or Fieldwork, an "IP" (In-Progress) grade is to be assigned to **every** 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. These forms also document the deadline to complete the work, as well as the grade the student will receive if the work is not completed. A grade change form is needed to convert the "I" to a letter grade at a later date.

4.   Failing grade **(*Last Date of Attendance required)**
A failing grade is to be recorded as an "F". Graduate students who earn a D+, D or D- grade will have the grade converted to an "F" grade on their academic record as grades below a C- are considered failing grades by the Graduate School.

*5.   **Last Date of Attendance Requirement**:
When submitting an Incomplete (I) or failing (F) grade, a Last Date of Attendance (LDA) is required as indicated above. 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 when entering grades 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. If there are no error messages displayed, all grade and LDA data is saved.

Please note, this is not a requirement to take or grade 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.

6.   No grade submission ("N" grades)
If no grade is appropriately submitted by the final deadline for the semester, an "N" will be posted as the grade of record. Students inquiring about "N" grades are directed to the instructional staff or department head/school director responsible for the course. Grade change forms are then required for manual input of the grade by Records and Registration staff.

7.   Grade sheets open as follows:

Part of Term:	PT Start	PT End	Grade Sheet Open Date:
33	8/28/2023	9/22/2023	9/22/2023
2	8/28/2023	10/15/2023	10/9/2023
14	8/28/2023	10/20/2023	10/14/2023
34	9/25/2023	10/20/2023	10/20/2023
3	9/11/2023	10/27/2023	10/21/2023
25	8/28/2023	11/5/2023	10/30/2023
26	8/28/2023	11/19/2023	11/13/2023
35	10/23/2023	11/17/2023	11/17/2023
4	10/18/2023	12/10/2023	12/4/2023
15	10/23/2023	12/13/2023	12/7/2023
1	8/28/2023	12/15/2023	12/9/2023
62	8/21/2023	12/15/2023	12/9/2023
36	11/20/2023	12/15/2023	12/15/2023

8.   Grades roll to academic history as follows:

Start	End	Term Code	Part of Term Code (1, 2, 3, 4, etc.)	Time	Frequency
10/13/2023	10/18/2023	202410	33, 2, 14	11pm	Nightly
10/19/2023	10/19/2023	202410	33, 2, 14, 34	11pm	Nightly
10/20/2023	10/28/2023	202410	33, 2, 14, 34, 3	11pm	Nightly
10/29/2023	11/11/2023	202410	33, 2, 14, 34, 3, 25	11pm	Nightly
11/12/2023	11/15/2023	202410	33, 2, 14, 34, 3, 25, 26	11pm	Nightly
11/16/2023	12/2/2023	202410	33, 2, 14, 34, 3, 25, 26, 35	11pm	Nightly
12/3/2023	12/5/2023	202410	33, 2, 14, 34, 3, 25, 26, 35, 4	11pm	Nightly
12/6/2023	12/7/2023	202410	33, 2, 14, 34, 3, 25, 26, 35, 4, 15	11pm	Nightly
12/8/2023	12/13/2023	202410	33, 2, 14, 34, 3, 25, 26, 35, 4, 15, 1, 62	11pm	Nightly
12/14/2023	12/19/2023	202410	%	11pm	Nightly