

Reporting Grades at SPSU

Grades are collected three times during each term.

Early Warning Grades (first couple of weeks of the term)

Mid-Term Grades (at the mid-point of the term)

Final Grades (at the end of the term)

Early Warning Grades (AKA Engagement Reports)

Early warning grades, as the name implies, are collected early during the term (date is announced when set but is generally in the first two to three weeks of the term) and consist of three grade options:

EGY – Engaged Yes (meaning the student is attending and participating)

EGN - Engaged No (meaning the student is attending, but is not participating to a level that is likely to produce a positive learning outcome)

EGA – Absent (meaning the student is not attending and has never been seen in the class)

Early warning grades are collected only on UNDERGRADUATE students.

The criteria for selecting one of the grades are based on subjectivism. The grades are not included in a grade point average and are moved to the comments field before mid-term grades are reported.

The purpose of the early warning grades is twofold:

- To identify students who could be in academic trouble early in the term so that intervention can be initiated
- To identify students who are not attending so that federal financial aid regulations can be satisfied

Note that an early warning grade should be reported for **ALL students on the class roll**, even if the student has already withdrawn. In the case of a withdrawn student, it is still important to know if the student has not attended because federal aid is supposed to be awarded only to students who attend at least a class.

For your information, a letter is sent to each student for whom at least one unengaged grade or absent grade is reported that encourages them to seek help and offers them the services of tutoring, help sessions, counseling services, and other help programs. If a student has all unengaged or all absences or a combination of the two, he or she gets a stronger letter.

Mid-Term Grades

As the name implies, mid-term grades are collected at the mid-term (the date is published in the academic calendar). Mid-term grades are intended to provide substantial feedback to students regarding the likelihood that they will be able to complete the course with a passing grade. The mid-term grade is a milestone grade and is not incorporated into the student's academic records except that it is permanently recorded on the class roster.

Mid-term grades are reported **only on undergraduate** students except for students who have withdrawn. If a student has stopped attending your class but has not withdrawn, you should send a notice to the registrar's office to have them withdrawn.

Use only one of two grades:

- S – The student is progressing satisfactorily
- U – The student is not progressing satisfactorily

Do not report letter grades (A, B, C, etc.) or engagement grades (EGY, EGN, EGA).

Final Grades

Final grade reporting deadlines **are established by the faculty** as are the policies regarding graduation.

Final grade are collected in two phases. Phase one is for students who are scheduled to graduate at the end of the term and phase two is for the remainder of the students.

The grade reporting deadlines are published in the academic calendar but are always:

- Thursday at noon following the end of the final exam period for graduating seniors
- The Monday after graduation at 8 AM for all others.

SPSU has a long-standing tradition of awarding diplomas on stage at graduation rather than a facsimile. **Since graduation is Saturday and the grade reporting deadline is the preceding Thursday, it is very important that the deadline be met.** If it is not, the student whose grades are not all reported may not get his or her diploma. You might imagine this can cause some negative feelings on a day which should only be filled with happiness.

Final grades are letter grades as indicated below:

For undergraduate students:

- A
- B
- C
- D

F
I

In some rare cases an S or U might be used. Do not use an S or U unless it is pre-approved.

For graduate students:

A
B
C
F
U
S
I
IP

In no case should a professor enter a W, WF, or any of the hundreds of variations you might see of letter grades and symbols. (These are usually not available when you enter grades, but sometimes pop up. Ignore them.)

When in doubt, enter the grade the student has earned in your class.

A grade must be entered for every student on the class roster unless a grade is already there (usually a withdrawn student will already have a grade of W). If a student is withdrawn or will withdraw, the system will automatically replace whatever grade you put in with the grade of W. Enter the grade the student has earned.

If a student has audited your course, enter the grade the student has earned. The system will automatically replace the grade with the grade of V (visited) when grades are moved to academic history.

Enter the grade that the student earned. If there are special circumstances such as auditing or withdrawing, the grade will be replaced. If there are not special circumstances, the student should receive the grade they earned.

Why is the Deadline Important?

Already mentioned is the problem for graduating seniors whose grades are not reported on time. This can really ruin what should be a special day. But other grades, if not reported on time, can cause students who should have been suspended to remain eligible to register and can cause students who should remain eligible to register to be suspended. Unreported grades can cause a student's financial aid to be suspended or cancelled, or can cause a student to remain eligible for aid whose aid should have been terminated. It is really very important to get all grades reported on time.

Some Technical Details

When you enter a grade, it is recorded in the student information system on the official class roster. You can change an entered grade as long as the grading period is still open or in other words, until the roster is frozen by the process that rolls grades from the roster to academic history. This process is known as “rolling grades to history” and is accomplished by the registrar’s office. Grades are rolled to history at least three times during a term including:

- Just after mid-term grades are reported (to roll both mid-term grades and W’s)
- Just after senior grade are reported (so we can certify seniors for graduation)
- Just after all other grades are reported.

It is important to know that if there is a grade on the class roster at any of the times when we roll grades to history, the grade is moved to the academic transcript. Until the grade is rolled to history, a professor can change the grade as many times as desired on the class roster (in the same place and manner in which it was originally submitted). After the grade is rolled to history, the professor can no longer change the grade on the class roster and it remains as reported there forever. It can be, however, changed in academic history by following the normal procedure for changing grades. If one sends in a grade change report and then checks the class roster, one will see the same grade as originally reported. But if one views a transcript, one sees the changed grade.

It is also true that if there is no grade on the roster when grades are rolled to history, that a grade can be entered later. So if we roll W’s to history at the mid-term, a professor can still report grades at the end of term for students who had nothing on the roster at the mid term point.

Since the rolling of grades to history is a separate process from calculating grade point averages, a student can, for a few days, see grades and not see an accurate GPA.

Changing Grades

If for any reason, you need to change a grade BEFORE it has been rolled to history, you can just go back to the class roster and change it. If you need to change it AFTER it has been rolled to history, you need to complete a grade change report, have it authenticated by your academic department chair, and send it to the registrar’s office. Blank grade change reports are available in the registrar’s office and in your academic department. We do not make grade change reports available on line for obvious reasons, nor do we allow students to deliver either blank or filled in grade change reports. Grades can be changed no later than the third consecutive term after they are issued. After that, a dean must approve a grade change.