

Please carefully note the grade submission deadline. Our office has limited time to process these grades so that end of the semester processing can begin, and academic standing can be calculated in time for suspended students to appeal before the upcoming semester. If your grades are not submitted on time, it impacts our students.

Grades are due at the close of the day four days after the last final. (You can always submit grades earlier, if you'd like.) We will begin verifying grades and calculating academic standing early in the morning on the day after grades are due. As always, your adherence to this deadline means a great deal to the students who rely on timely information for their academic decisions, and the staff who are here working on the end of semester processing.

Students will be able to view their grades via WebAdvisor as soon as the batch verification processor has been run after the grade submission deadline.

If you award an **Incomplete grade (I)**, please note that these grades must be resolved by the deadlines listed in the catalog unless the Registrar's Office is notified of an official extension by the instructor. The policy can be found at <http://docs.lclark.edu/undergraduate/policiesprocedures/grading/> and the dates for resolution at <http://docs.lclark.edu/undergraduate/academiccalendar/>. *Please note that incomplete grades awarded to graduation candidates will delay their graduation until the following semester.*

WITHDRAWALS:

Please review your rosters one last time and let us know if there are students still registered who should not be registered. It is important for many reasons to get these students withdrawn **before** grading if you do not plan to award the grade earned. WebAdvisor will not accept W grades – they must be entered by the registrar's staff because a "last date of attendance" is required. In order to withdraw a student, we need you to tell us approximately when the student last attended your course. An email to Judy Finch or Robin Jarecki, with the student's name, ID number (if possible), Course and Section number and the last date of attendance is all we need.

Also let us know if there are students who should be registered but are not yet registered. The student would need to bring a signed add slip to our office *before the final exam period begins*. You will not be able to assign a grade for a student who isn't registered and students not registered by the end of the semester would need petitions committee approval to have the course added.

Instructions for on-line submission of grades:

1. Go to WebAdvisor, <https://webadvisor.lclark.edu>, click the orange "Log In" tab. Use your LC email login (without the "@lclark.edu") and LC email password.
2. Follow the links to Faculty and Grading, select the term (ignore the start/end boxes), and then click on the Submit button.
3. Choose **Final Grading**, check the box for the course, and click on the Submit button. Enter your grades and click on the **Submit** button (ignore the "Expire Date" and "Inter Gr" boxes).
 - a. Until grades are verified by the Registrar's Office, you may go back into your class lists and make adjustments to the grades. However, once you enter a grade in a field the system requires that an entry be maintained in that field. Call or email the Registrar if you need to have a grade deleted.

- b. Make sure that you use the appropriate entries for Credit (**CR**), No-Credit (**NC**), and Incomplete (**I**) grades.

Incomplete grades must be resolved with the instructor by the listed deadlines. Incomplete grades automatically expire after the deadline if not replaced. You will **not** receive an email or phone call prior to expiration, so if you need to submit a grade or file an extension, that must happen prior to the deadline.

Please note that the awarding of an **Incomplete grade does indicate that the student finished the course** and due to extenuating circumstances has been given additional time to hand in work. An incomplete grade may be replaced by A-F letter grades or by CR/NC grades. Note that an incomplete grade **should not** be later replaced by a W grade, as the student did not withdraw during the semester. W grades indicate a withdrawal **during** the semester *before* Incomplete or other letter grades are awarded.

- c. Please **do not** enter **W** or **NG grades**. If either of these grades are appropriate (i.e. you are withdrawing the student or you suspect Academic Dishonesty), please contact the Registrar.
2. **Please go back into the course and check to confirm that your grades have been transmitted.** If you open your class and the grade field is blank then no grade has been transmitted.
 3. Repeat as needed for your other courses.
 4. Make sure that you logout of WebAdvisor when you are through entering grades.

A set of screenshots with step by step directions can be found at:

<http://college.lclark.edu/live/files/15260-cas--grading--screenshots-of-webadvisor>

If you have any questions, please contact Judy Finch at finchj@lclark.edu or at (503) 768-7328 or Robin Jarecki at rjarecki@lclark.edu or at 503-768-7329.