



CALIFORNIA STATE UNIVERSITY, FULLERTON

Office of the Registrar
Admissions and Records

P.O. Box 6900 Fullerton, CA 92834/6900 / T 657-278-2350 / F 657-278-2356

Date: April 23, 2015
To: All Faculty
From: Melissa K. Whatley
University Registrar
Subject: Electronic Final Grade Rosters Now Available for Spring 2015

Electronic final grade rosters for the course(s) you taught during the spring 2015 semester are now available in your Faculty Center. You may want to **review the web tutorial “Faculty Online Grading” available through your portal account under “Training Resources”**. **This tutorial will go over all the basic information you require to submit your grades online.** The tutorial is available at http://www.fullerton.edu/itraining/peoplesoft/student/user_guides/basics/Online_Grading.pdf

If you are experiencing difficulty entering your grades online, it may be related to the browser you are using. If you are using Internet Explorer, for additional information go to: http://www.fullerton.edu/admissions/resources/forms/Internet_Explorer_and_Titan_Online.pdf. If you continue to have difficulties, try using either Chrome or Mozilla Firefox as your browser when entering grades.

NOTE: When you have completed your grading, you need to first “approve” your grade roster and then “save” it. Both actions must be taken. *If you only approve your grade roster without completing the second step to “save” it, your grades will not post.*

Assistance will be available in Admissions and Records (LH-114) between 9 a.m. and 4 p.m. beginning on Monday, May 4, 2015 through Friday, May 22, 2015. If you need assistance with this process before then, you may email Terri Simonton tsimonton@fullerton.edu or call her at Ext. 2345. *Please note the office is closed for Memorial Day observance on Monday, May 25th.*

In accordance with university policy and regulation, pre-entered grades of AU (audit) and W (withdrawn) may not be changed, nor may grades of “W” be assigned at this time. **If a student is not on your grade roster, the student is not officially enrolled in your class.** Please send the student to the Admissions and Records Service Center (LH-114) for assistance.

It is our goal to provide each student with a grade report that is complete, accurate, and timely. Your cooperation in approving the online grade roster by 5:00 PM on Friday, May 22, 2015 is a key element in meeting this goal. If you have any questions, please call Terri in Records, at extension 2343.

The following explains the grading method codes:

<u>DEFINITION</u>	<u>ALLOWABLE GRADES</u>
Letter Grade Only	A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, RP, WU
Credit/No Credit Only (undergraduate courses)	CR, NC, I, RP, WU
Credit/No Credit Only (graduate courses)	CR, NC, I, RP, WU
Letter Grade Courses that students may elect to take on a credit/no credit basis	A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, RP, WU

As you assign final grades, please be aware of four University Policy Statements. The pertinent sections of these policies are reproduced below for your reference. Please read them carefully prior to approving your final grade roster online.

UNIVERSITY POLICY STATEMENTS RELATED TO FINAL GRADE REPORTING

Revised Incomplete Authorized (I) and Incomplete Charged (IC) - UPS 300.017 states that “an Incomplete must be made up within one year following the end of the term in which it was assigned.” **Therefore, students who receive “I” grades this semester have until May 27, 2016, to complete their requirements.** If the student does not complete the required work within the allowed time limit, the grade symbol “IC” (Incomplete Charged) replaces the “I” and is counted as a failing grade for the grade point average. The “IC” grade replaces the “F” that was formerly awarded under these circumstances. In cases where an Incomplete is inappropriate necessitating extension of course requirements beyond the close of a term (e.g. thesis or project courses), use of the “RP” symbol for “Report in Progress” is required. The symbol “RP” replaces the previously used symbol of “SP”.

Report in Progress (RP) grade - The RP symbol is used with thesis, project or similar courses that extend beyond one academic term. It indicates that work is in progress, and has been evaluated and found to be satisfactory to date, but that assignment of a final grade must await completion of additional course work.

Withdrawal Unauthorized-Issuance of (WU) Grade - UPS 300.018 states that “When the student has not withdrawn from a class in the manner described in UPS 300.016 (officially withdrawn), and there is no clear indication of the student’s academic performance in the class, the instructor may assign the administrative grade of WU-withdrawal unauthorized.” The symbol “WU” replaces the previously used symbol of “U”. This policy also states that **“The instructor shall report the last known date of attendance by the student.”** As part of the online grading process, you will be prompted to report the last date of attendance for students receiving the grade “WU”.

Academic Dishonesty - Although the UPS on Academic Dishonesty has been in effect since January 1979, I have been instructed to include information on how academic dishonesty relates to assigning final grades. According to UPS 300.021, if an instructor is convinced that a student is guilty of academic dishonesty, and has attempted to talk with the student involved, the instructor should assign an appropriate academic penalty. Such action may range from a reprimand to an F in the course.

Repetition of Course - UPS 300.015, in part, states that “the repetition of course policy for grade forgiveness shall not be applicable for courses in which a “C minus” (1.7) or lower was given for the disciplinary reason of academic dishonesty.” If you do assign a C- or lower for disciplinary reasons, please inform the Registrar’s Office so the repeat policy will not be applied to the student’s academic record at some future date.

MKW