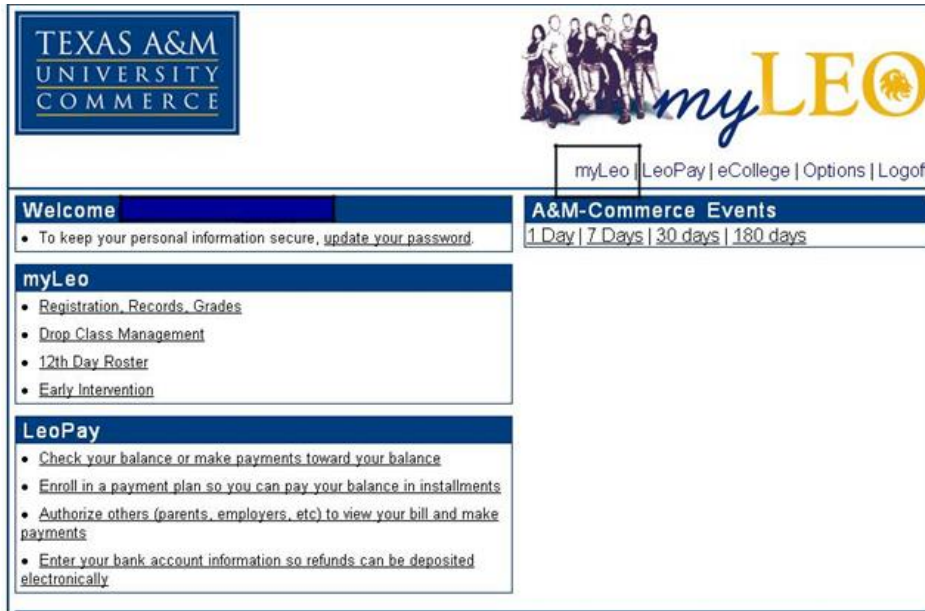
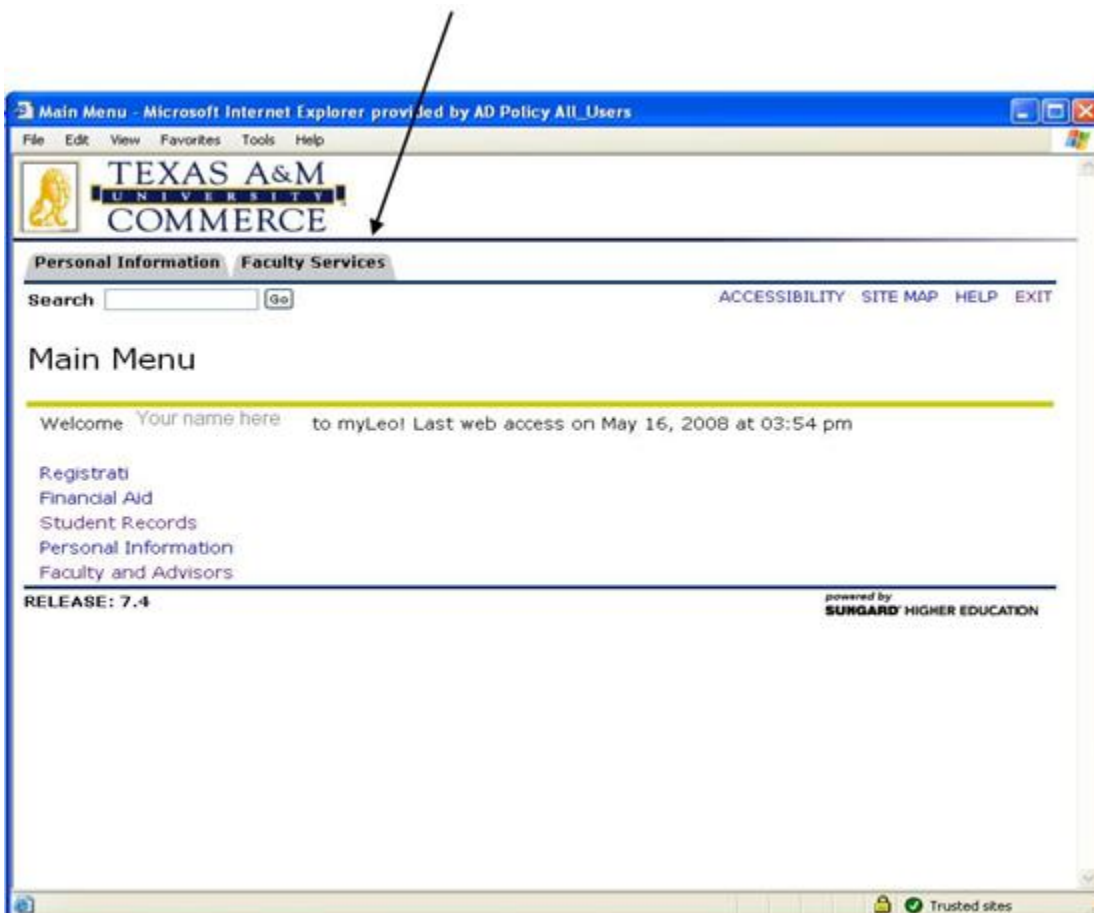


Final Grading Procedures:

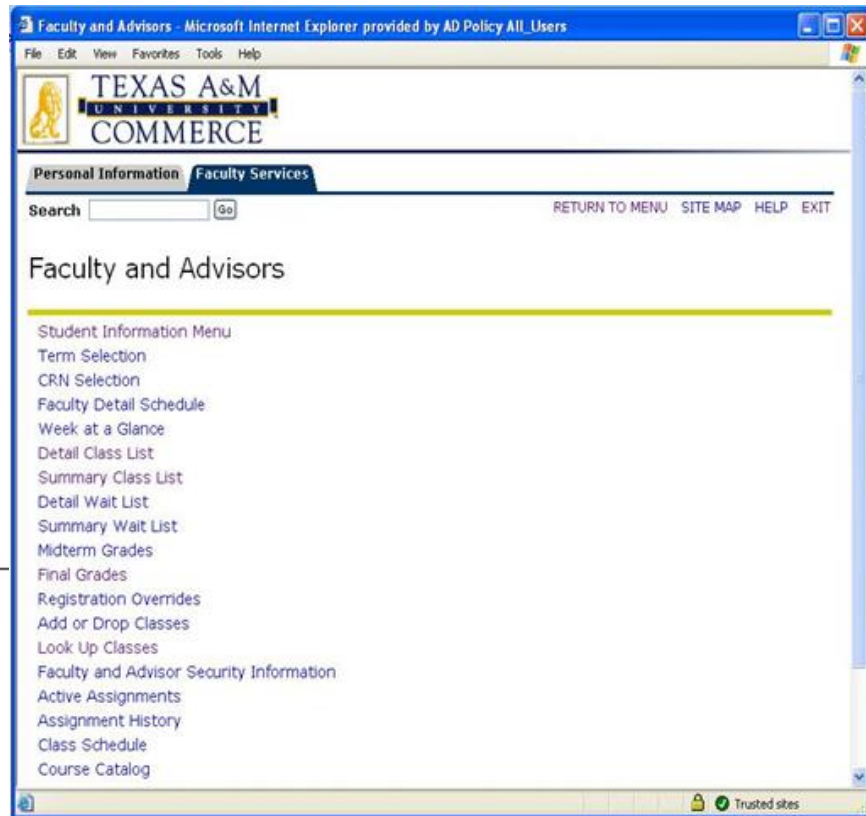
1. Log onto your MyLeo. From the main screen, click on MyLeo.



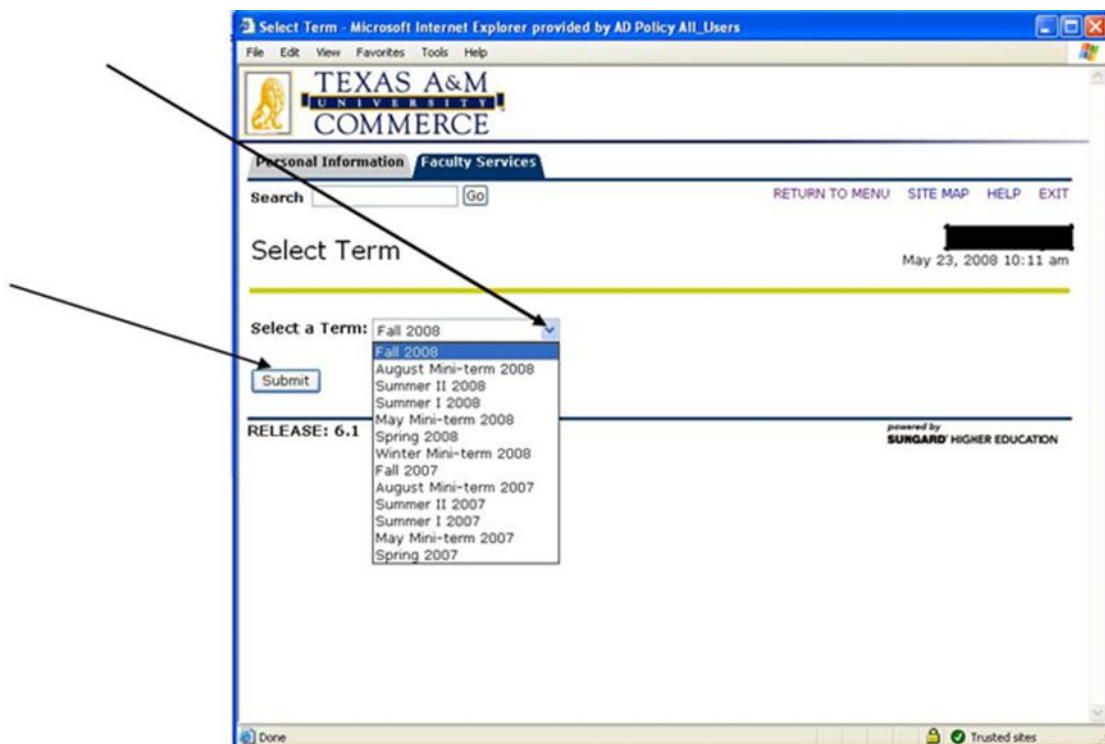
2. Click on the Faculty Services tab.



3. Click on Final Grades link.



4. Use the pull down arrow to view terms. Highlight the term in which you want to enter grades.
5. Click on Submit.



6. If you are teaching more than one course, all courses will be listed. In this case, highlight only the course to be graded.
7. Click on Submit

8. Drops and withdrawals are reflected with a “W” or “Q” grade. You will not be able to override a “W” or “Q” grade.

For all other grades, use the pull down arrow to select the appropriate grade for each student.

**Note that this screen times out, so if you do not complete the grades in a timely manner, the grading may time out and not save. Contact our office if you feel this may have occurred.

↓

Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Regis Numt
Student Name	ID #	3.000	Web Registered Oct 25, 2007	None	N			18

9. When a student is unable to complete the coursework, you may assign an incomplete grade. The “I” grade is used ONLY for Thesis & Dissertations. All other courses use the “X” to indicate an incomplete.

When the “X” grade is given, the credit hours are NOT included in the student’s GPA. Grades of “X” must be completed in one academic year. If the “X” is not removed, a grade of “F” will be assigned and this will be calculated in the GPA.

Recording a grade of “X” requires the filing of a plan of completion. The plan will be submitted with the official grade record sent to the department head who will forward it to the respective dean’s office. The plan must include why the grade was given and detail steps necessary for the student to receive the final grade.

10. After you enter all of your grades, be sure and hit the SUBMIT button on each page!

 **Please submit the grades often. There is a 30 minute time limit starting at 11:55 am on Feb 04, 2016 for this page.**

11. If grades are not submitted during the open grading period, instructors must complete a Petition for Grade Changes form in order to enter the grades for the term. The completed form is sent to the department head for signature, forwarded to the dean’s office and Graduate Office for signatures, and then is submitted to the Registrar’s Office for processing.

F.A.Q's

Q: What if a student did not attend the course all semester, but is still on my roster?

A: Student must be assigned the grade they earned. In the case of a non-participatory student, you would need to assign a grade of F, as they did not complete the coursework required.

Q: Once grades close, how can I fix a grade that I missed?

A: If you fail to report a grade, the Registrar's Office assigns an NG to the student as the grade. To change the NG to a letter grade, you need to submit a grade change petition. This form is available at the following link:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.07GradeChanges.pdf>

Q: If I put the wrong grade for a student, how can I fix this?

A: If you incorrectly report a grade, you will need to complete a grade change petition. These are available at the following link:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.07GradeChanges.pdf>

Q: How do I know before the grading process is complete if I missed a grade or entered a grade incorrectly?

A: Professors can log in and double-check already submitted information. Also, the Registrar's Office works to notify professors if they only missed a grade on their rosters before grades close, as we realize that this sometimes happens. Checking your e-mail the week of finals and the week after will allow you time to make a change if one is needed.

Q: What if I want to give a student additional time to complete a course?

A: When a student is unable to complete the coursework, you may assign an incomplete grade. The "I" grade is used ONLY for Thesis & Dissertations. All other courses use the "X" to indicate an incomplete. Recording a grade of "X" requires the filing of a plan of completion. The plan will be submitted with the official grade record sent to the department head who will forward it to the respective dean's office. The plan must include why the grade was given and detail steps necessary for the student to receive the final grade.

Information for this process and forms to complete can be found at the following link under the "Computation of GPA" policy guidelines: This policy can be found at the following link:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.06ComputationOfGradePointAverages.pdf>

The Plan Of Completion form is found under Art. 3 Sec. 3. The subsequent "Removal of X Grade Change" needed to change the incomplete to a letter grade is found in the Appendix.

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