

FINAL GRADES

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 and your timely grade submission has a profound impact on the services to our students and the faculty and staff of a number of different departments.

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.

INCOMPLETE GRADES: *PLEASE NOTE THE RELATIVELY NEW INCOMPLETE POLICY AND PROCEDURE*****

Incomplete grades may no longer be submitted on WebAdvisor. Instead, as approved by the Dean and Curriculum Committee last year, the student and instructor must complete and sign the [Incomplete Grade Assignment](#) form. Please review the **instructions on page 2 of the form** carefully.

Brief summary of changes:

- Criteria for awarding an incomplete is more clearly explained
- Faculty can now assign a default grade (A-F or CR/NC depending upon chosen grading option)
- The due date is clearly indicated on the form and an *earlier* due date may be specified
- Both the student and faculty member **must sign the form**, and once filed with the Registrar's office, both will receive an electronic copy, as will the student's advisor(s)
- The incomplete must be submitted on this form **before the end of Finals** – WebAdvisor will no longer accept incomplete grades

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. It is the **student's responsibility** to withdraw from a course if s/he has decided not to attend. If you find that a student who has not been attending remains on your roster, you may award the grade earned.

If you believe that there is an extenuating circumstance for which the student should be withdrawn instead of failing the class, and the student has not been attending, you must withdraw these students **before** the final exam. 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 for lack of attendance, we need you to request that the student be withdrawn for non-attendance, and tell us approximately when the student last attended your course. Please send an email to Judy Finch, Hayley Bentley or Robin Jarecki that includes:

- Student's name
- ID number (if possible)
- Course and Section number
- the last date of attendance

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**), and No-Credit (**NC**).
 - c. Please **do not** attempt to 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.