CALIFORNIA STATE UNIVERSITY, FULLERTON

Admissions and Records
Office of the Registrar
P.O. Box 6900, Fullerton, CA 92834/92831 / T 657-278-2380 / F 657-278-2356

Date:	December 4, 2014
To:	All Faculty
From:	Melissa K. Whatley, University Registrar
Subject:	Electronic Grade Rosters Now Available for Fall 2014

Electronic final grade rosters for the course(s) you taught during the fall 2014 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/ittraining/peoplesoft/student/user_guides/basics/Online_Grading.pdf

Assistance will be available in Admissions and Records (LH-114) between 9 a.m. and 4 p.m. on Monday, December 15, 2014 thru Friday, December 19, 2014. 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 will be closed for the Winter Recess beginning at Noon on Wednesday, December 24th through Friday, January 2, 2015.*

NOTE: Grades are due on Monday, January 5, 2015.

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*](http://www.fullerton.edu/admissions/resources/forms/Internet%20Explorer%20and%20Titan%20Online.pdf). *If you continue to have difficulties, try using either Chrome or Mozilla Firefox as your browser when entering grades.*

In accordance with university policy and regulation, pre-entered grades of AU (audit) and W (withdrawn) may not be changed, nor may grades of "W" be assigned at this time.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.

When assigning a grade of WU, if you do not review the "last date of attendance" and edit it if needed, the system will use the default date, which is the 60% point of instruction. These dates must be edited before approval of your grade roster.

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 <u>noon on Monday, January 5, 2015</u> is a key element in meeting this goal. If you have any questions, please call extension 2345.

THE CALIFORNIA STATE UNIVERSITY

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<u>GRADING METHOD CODES</u>

The following explains the grading method codes:

DEFINITION	**ALLOWABLE GRADES**
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.

<u>UNIVERSITY POLICY STATEMENTS RELATED TO FINAL GRADE REPORTING</u>

<u>Revised Incomplete Authorized (I) and Incomplete Charged (IC)</u> - UPS 300.017 states that "an Incomplete must be made up <u>within one year</u> following the end of the term in which it was assigned." **Therefore, students who receive "I" grades this semester have until January 4, 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".

<u>Withdrawal Unauthorized-Issuance of (WU) Grade</u> - UPS 300.018 states that "When the student has not withdrawn from a class in the manner described in UPS 300.106 (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. To the extent that the faculty member considers the academic dishonesty to manifest the student's lack of scholarship and to reflect on the student's academic performance and academic integrity in a course, the student's grade should be adversely affected."

Repetition of Course - UPS 300.015, in part, states that "the repetition of course policy shall not be applicable for courses in which a C- or lower was given for disciplinary reasons." 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.

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