End of Term Processing & Web Grading Reminders

The Registrar's Office will conduct End of Term Processing after <u>all</u> grades have been submitted. The End of Term Processing includes:

- Rolling grades to academic history
- Update repeated courses
- Update GPA
- Update academic standing
- Update honors, distinguished students, etc.

If a large number of grades have not been posted by the deadline, the end of term processing will not be conducted. The following functions can be delayed if end of term processing is also delayed:

- Updating the above information on student academic records
- Review of Satisfactory Academic Progress (SAP) for financial aid
- Processing of out bound transcripts
- Instructor evaluations, etc

Web Grading Reminders:

- Select the appropriate grade in the "Grade" column and click the submit button at the bottom of the page. Be sure to click the submit button before going to the next page.

- Leave the "Attended Hours" column blank.

- If you need to change a grade once the grade has been submitted, select the appropriate grade and click submit. **Once grades are rolled to academic history by the Registrar's Office, you will need to complete a Grade Change Form in order to change a grade.**

- If a student dropped or withdrew from the course, a "DR", "DS" or "W" will appear in the "Grade" column. ***You do not have to do anything for this student.***

- Faculty are unable to enter incompletes (X) or no grades (NG) in Web for Faculty. If you wish to assign these grades, you must submit the required contract to the Registrar's Office by 4 pm the day grades are due**.** (Guidelines and the required forms are attached.) Grades not entered by the deadline will be recorded as "F" or "U".

Have Questions?

Contact registrar@tamut.edu if you need assistance with grading.