

Grading 101

Best practices and notes for faculty

Office of the
Registrar

1st Floor, Signers' Hall
(907) 474-6300
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- **Final grades are considered final once they are submitted.** Grades are rolled over nightly until a few days before the grading deadline. At that point, they are rolled over multiple times a day. Once grades are rolled over they can no longer be changed without a Change of Grade form.
- **A last date of attendance is required for all "F", "NB", and "W" grades for all classes.** If a student never attended, use the first day of the course as the last date of attendance.
- **Grades are due at noon on the third business day after a course ends.** Missing grades can negatively impact a student's financial aid, academic standing, and registration in future course.
- **If a grade was posted in error, use a Change of Grade form to correct it.** You may be asked to provide additional documentation. The registrar reviews requests and, in some cases, approval by the program head, dean, and/or provost is required.
- **Instructors are responsible for their grade rosters.** Your grades should be stored securely for a minimum of two years, and should be transferred securely to your department in the event that you leave the university.
Best practices for storing grade rosters:
 - make a backup of digital files on a removable flash drive stored in a secure location,
 - retain paper copies of grade rosters in a lockable file, OR
 - transfer a backup of your grade roster to your dean's office at the end of every semester.
- **The grade appeal policy and process are listed in the Academics and Regulations sections of the catalog under Grading Policies.** Students have 15 class days after the beginning of the following semester to initiate an appeal and must submit a Grade Appeal Form.

How do I submit my grades?

Grades are submitted in UAOnline. Find tutorial videos and instructions on how to report your grades at the Office of the Registrar [website](#).

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If you are allowing the student to turn in additional assignments to increase their grade.

Incomplete (I)

- Use "I" as a temporary grade to indicate the student has satisfactorily completed 75% of coursework with a C or better, but for reasons beyond the student's control, such as illness, they have not been able to complete the course during the regular semester.
- An "I" grade cannot be changed to an "NB" grade at a later date.
- An incomplete grade will convert to an "F" if not changed after one year.

The student has shown insufficient progress or attendance for an evaluation to occur.

No Basis (NB) or Withdrawn (W)

- "NB" and "W" are final grades and CANNOT be changed.
- No credit is given, nor are they calculated in the GPA.
- If you enter a "W" grade, indicate the last date the student attended class.
- If you expect a student to submit late or additional coursework, and they meet the incomplete grade criteria, assign an "I" grade.
- An "NB" grade cannot be changed to an "I" grade at a later date.

If the course requires more than one semester to complete.

Deferred (DF)

- Use "DF" for courses that require more than one semester to complete, such as theses or special projects.
- Indicates that course requirements cannot be completed or that institutional equipment breakdown resulted in non-completion by the end of the semester. "DF" grades are temporary. Once the coursework has been completed, turn in the student's permanent final grade.
- A "DF" grade in undergraduate courses will convert to a "W" if not changed after two years.
- "DF" grades can be assigned in both undergraduate and graduate courses.