June 5, 2020

To: Project Acceleration Faculty

Re: **BANNER GRADING – PROCEDURES**

- **The Registrar's Office asks that all faculty members enter their grades using the new grading system. The link is found in the Profile tab of PirateNet, along with detailed instructions. This new system allows faculty members to enter grades manually or to import their grades from a spreadsheet.**

- **New for Spring 2020: Faculty can now post a grade of Incomplete on-line for students who have requested this option. Faculty must post the Incomplete on their grade sheet and submit the Additional Incomplete Grade Information form for each student (link appears on the Faculty and Advisers menu) outlining the missing coursework.**

Grading Options Available for Students who have Not Completed All Coursework

I   Incomplete – must be requested by student. (An unresolved 'I' grade will count in the calculation of the GPA when it changes to 'FI' after the one-year period.

NA   Never attended - no impact on GPA

FSA   Failure - Stopped attending – impacts GPA.   Faculty must enter the Last Date of Attendance.

NSA   No basis for grading – stopped attending – no impact on GPA. Faculty must enter the Last Date of Attendance.

F   Faculty must enter the Last Date of Attendance.

INSTRUCTIONS FOR ON-LINE GRADING USING THE NEW SYSTEM:

Login to PirateNet.

Click on the *Profiles* tab.

Find the Banner Self Service box; click on this link; then, click on **Faculty and Advisers** option.

Click on *Submit Final Grades – New Grading System* (fifth from the bottom).

All courses you have taught will appear; you just need to address the Fall 2019 or the Spring 2020 courses which are concluded.

Instructions will appear on the right. In addition, there are detailed instructions in a separate module on the far right of the *Profiles* tab.

To select a course to grade, double click on the course, and the roster will appear at the very bottom … you may need to scroll down to see it. Select the student's grade from the pull-down menu in the 'Final Grade' column.

If the student ceased attending at some point during the semester, please also click on the student's last date of attendance in the *Last Attend Date* column. If you enter grades of NSA, FSA or F, you will be required to enter the student's last date of attendance; click on the date in the attached calendar to make sure you format the date correctly so that the roster is not rejected when you click on SAVE.

If a student never attended your class, please give that student an NA (Never Attended) grade.

Press *Save* at the bottom of the page to record the grades. If you do not press *Save* the grades are not recorded!

The timeout period for Banner self-service is 60 minutes. So, for large classes, make sure to press *Save* periodically to assure that you don't lose the grades you've entered. Note: Only 25 names appear on a page. For large courses, make sure to click on the Records Set line (this is immediately above the first student name) to access the successive page{s}.

Reminder: Students will not see their grades until a multi-step grade roll process concludes.

If you need to change a grade… Use the online grade change process; this appears on the Faculty and Advisers menu.

GRADING SYSTEM: See below for the valid undergraduate grades. Remember that grades of *WD* require the submission of a Course Adjustment Form; faculty members cannot enter *WD* grades. **If a student requests an *I* (Incomplete) grade, please remind him that an unresolved *I* grade will become a failure if all requirements are not successfully completed within one year.**

Undergraduate Grading System

Grade	Quality Points	
A	4.00	
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	
C	2.00	
C-	1.67	
D+	1.33	
D	1.00	
F	0.00	Requires faculty entry of last date of attendance
FSA	0.00	Requires faculty entry of last date of attendance
I	0.00	
NA	0.00	
NSA	0.00	Requires faculty entry of last date of attendance
P	0.00	(Pass: Pass-Fail option only)
PR	0.00	(Pass with Reservation – education field courses only)