

## Grading FAQs for Faculty

### When are my final grades due?

Final grades are generally due within 72 hours after the date of the final examination for the course, but no later than the posted deadlines for graduating students or all students. (See **Final Grading Deadlines** at <https://www.winthrop.edu/recandreg/grading.aspx>.) Grades turned in late may affect a student's academic standing (probation/suspension), honors, eligibility for financial aid, or ability to graduate.

### When will the final grade appear on the student's record?

Final grades are rolled (updated) to the student's academic record several times within the fall and spring grading periods and as needed during the summer sessions according to the various part-of-term grading deadlines.

### What is a UF and UU and how are they different from a regular F and U?

A **UF** is an Unearned F: failure due to non-participation/non-attendance\*; an **F** is an earned F and is simply a failure due to the student not achieving a passing grade on assignments. Both of these grades affect the GPA.

A **UU** is an Unearned U for courses taken on the **SU** basis: unsatisfactory due to non-participation/non-attendance. A **U** is for an earned grade earned below a C- due to the student not achieving an appropriate grade on assignments. Neither of these grades affect the GPA.

*\*Per the Federal Department of Education, "participation/attendance" includes the following:*

- *Physically attending a class where there is an opportunity for direct interaction between the instructor and students;*
- *Submitting an academic assignment;*
- *Taking an exam, an interactive tutorial, or computer-assisted instruction;*
- *Attending a study group that is assigned by the institution;*
- *Participating in an online discussion about academic matters; or*
- *Initiating contact with a faculty member to ask a question about the academic subject studied in the course.*

***Note – just logging in to an online course is NOT sufficient to demonstrate "participation/attendance." It must be one of the items mentioned above.***

### I don't want to be responsible for a student losing their financial aid. Do I have another option?

No. One instructor will not be responsible for a student losing aid. If a student successfully completes at least one class in the full term, they should not lose any aid. Remember, it is the student's responsibility to attend the class as this is a stipulation of receiving federal aid.

### What grade should I assign for a student who appears on the final grade roll but never attended my class?

Please submit a grade of **UF** or **UU** (if satisfactory/unsatisfactory) for non-attendance/non-participation. (The **UF** grade calculates as an **F** in the GPA.) If the student never attended\* the course, enter a **0** (zero) in the Attend Hours field.

### What grade should I assign for a student who appears on the final grade roll but has stopped attending my class?

If the student can still earn a passing grade without any further attendance/participation, then assign the passing grade. If not, please submit a grade of **UF** or **UU** (if satisfactory/unsatisfactory) for non-attendance/non-participation. The **UF** grade calculates as an **F** in the GPA. Enter the last date the student attended\* your class in the Last Attended Date field (MM/DD/YYYY).

### What grade should I assign for a student who attended all semester but missed the final exam?

The student should be assigned the grade earned for the course. If they failed because they missed the exam, then an **F** (or **U**) should be assigned.

**What grade should I assign for a student who attended class but did not submit any assignments?**

Please submit a grade of **UF** or **UU** (if satisfactory/unsatisfactory) for non-participation. (The **UF** grade calculates as an **F** in the GPA.) Enter the last date the student attended\* your class in the Last Attended Date field (MM/DD/YYYY). If the student never attended\* the course, enter the first date of the course.

**If I assign an F, U, IF, or IU, do I still need to assign a last date of attendance?**

No, LDA is only needed for the UF or UU as noted above.

**A student was given a few extra days to complete the final exam/paper. What grade should I enter?**

An incomplete (IF, ID, etc.) should be issued if the deadline is approaching but the final grade is not ready to be calculated.

**How do I change an incomplete grade?**

This is done in Wingspan within the Final Grades Menu. Select Request Grade Change.

**I left a grade blank for a student. What will post on the student's academic record?**

Blank grades are not acceptable at the grading deadline. If you are giving the student more time to complete the course (past the grading deadline), assign an incomplete. If the student stopped attending, assign the UF or UU as mentioned above.

**How do I assign a grade of Audit for a student?**

If a student registered as an audit, the grade of AU will be the only selection in the grade drop-down box.

**How do I change a final grade after the grade submission deadline?**

This is done in Wingspan within the Final Grades Menu. Select Request Grade Change.

**I submitted a grade change for a student in my class but the corrected grade does not appear on my class roster. Why?**

Changed grades appear on the *Faculty Grade Summary*.

**How long is an incomplete grade valid?**

The student has approximately one year to complete the work unless the instructor has given an earlier deadline. After that time, an incomplete grade automatically converts to the default grade you assigned.

**What if a student needs more than one year to complete the work for the "Incomplete" grade?**

Contact the Registrar to request an extension.