



Registration and Records Office
109 Bowman Hall

University of Wisconsin-Stout
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Menomonie, WI 54751-0790

715/232-2121
715/232-2436 – Fax
registrar@uwstout.edu

DATE: July 9, 2009
TO: Summer Faculty
FROM: Larry Graves, Registrar
SUBJECT: Web Grading—2009 Summer Session

Grades are due 3 working days after the last day of the class. Please call as soon as possible if you have any questions about this deadline, if an emergency occurs, etc. Grades cannot be processed until all grades have been received, or are accounted for.

1. Go to Access Stout for Web Grading

<https://access.uwstout.edu/access/webadvisor> - Select the “Grading” Link

2. Review the Web Grading Instructions. See the following link:

<http://www.uwstout.edu/regrec/webgrad.instruct.live.doc>

3. Are the rosters in the grading option on Access Stout correct?

If a class is missing, you are probably not correctly listed as the official instructor of record. If a course appears and you are not the instructor, this would also indicate a problem. Please let us know ASAP if you are having any of these issues – Kathy Sveum at x1092 or myself at x2122

4. Are you new to Stout or haven't used web grading and looking for assistance?

For the past couple of years web grading has been well received and utilized by a majority of faculty. If you need assistance, contact Kathy Sveum at sveumk@uwstout.edu or x1092

5. Is a name missing?

If a name is missing, the student may have been dropped for nonpayment of fees, or may be registered for another section. The system will not allow you to add students to your roster.

6. A student on my roster never attended.

If a student registered for your class, never attended but neglected to drop you must assign the “FN” grade. This is a new grade introduced when the drop policy was formally changed by Faculty Senate in the Spring of 2004. The FN does calculate negatively on a student's GPA the same as a F grade. See the following for more information: <http://www.uwstout.edu/regrec/add.html> or the last page of this memo.

7. A student on my roster who quit attending.

If a student quit attending class without officially dropping your class, a grade of “FS” should be assigned. This new grade was included in the Drop Change policy as well. If a FS grade is assigned, this signifies that the student did attend and shortly after grading our office will follow-up with you to learn of the student's last date of attendance. The FS grade also calculates negatively on a student's GPA. Or at the very least the last date the student completed an assignment, test, quiz, paper, etc.

8. Please check for Q or AU pre-assigned grades.

- Q--The student has been approved for the “Credit/No Credit” option. Letter grades cannot be used. If a Q is shown on the system, you must grade the student with a CR or NC.
- AU--The student has been approved to audit the class. Since the AU grade has been pre-assigned you can leave the grade as it is.

OVER → →

9. Dropped/Withdrawn Students.

Students who have dropped or withdrawn from your course are not listed on the roster. This includes students who dropped with a drop grade of "WS". Only students who are actively enrolled in your courses appear on the grade roster. Please call the Registration and Records Office if you have any questions regarding students who do not appear on your roster.

9. Please Only Grade Rosters that are Complete

Please only grade a roster on the web when you are prepared to grade the entire class. A grade must be recorded for every student on the web roster. If you assign grades for an entire roster, we will query the system on a weekly basis and verify those grades to a final status – at that time the grades will be posted to a student's transcript and viewable by the student on the web. Also once a grade has been verified to final status, any changes must be done on a change of grade form in the R&R Office.

10. Variable Credit Grade Roster

If your course was offered for variable credit (i.e. student could take it for 2 or 3 credits), the actual number of credits the student is attempting will correctly appear on your grade roster screen. Please contact me or Kathy Sveum (x1092) if you have any questions regarding a specific student.

11. Printed Copies of your Grades

If you want a copy of your grades immediately, you have the ability to print your grades from your browser. However, once all grades have been processed at the end of the summer session, we will email grades to all summer faculty. An email will be sent mid August.

12. Check your Grades

After you have submitted all of your grades, please go back onto your grade roster to verify that your grades have been correctly processed and check to make sure there aren't any missing grades. If you have graded an entire roster, those grades will be posted to the student's transcript. If you find any errors at that point, you will need to process a change of grade in the Registration and Records Office.

13. Watch your Email After Processing Grades

As grades are processed on the system, we will monitor for improper or missing grades. If we find problems we will attempt to contact you through email or phone.

Reminders!

- Your grades are due 3 working days after your course ends. Typically students are anxious to verify completion of courses especially if reimbursement is necessary. However, we are always flexible during the summer months – just call and let us know if you need an extension
- Feel free to print copies of your grades through your browser as you are grading. However, remember you will receive a copy of your grades through email sometime in mid August.
- Please remember to go back into your grade rosters after you have recorded grades to make sure everything processed correctly.
- If you assign grades for an entire roster, we will query the system on a weekly basis and verify those grades to a final status – at that time the grades will be posted to a student's transcript and viewable by the student on the web. Also once a grade has been verified to final status, any changes must be done on a change of grade form in the R&R Office.
- If you have any questions, please call Kathy Sveum (x1092) or me (x2121).

Posting Grades

Legally, grades may only be posted if you assign a random number to each student, and then post only the numbers and grades in random order. This process is time consuming, and difficult to accomplish. **You may not post grade rosters, with SSN, Datatel ID numbers, or names.** If students request their grades ahead of time, we recommend that they submit a self-addressed, stamped envelope for which you can use to mail the grade to the students. Students will have access to grades through Access Stout,

<https://access.uwstout.edu/access/webadvisor>

Your cooperation and assistance is appreciated, not only by our staff, but the students as well.

GRADE ROSTERS

Updated 8/04

The grading policy is outlined in the 1994 Faculty/Staff Handbook, pgs. 4-18 to 4-23. Questions concerning the policy may be referred to your Department Administrator, Dean, or to Jeff Kirschling at extension 2121.

GRADING SYSTEM AND GRADE POINT AVERAGES

Each faculty/staff member is responsible for providing a mark for every student enrolled in his or her classes at the end of the term of enrollment based upon the officially approved grading symbols. These symbols were revised effective Fall, 1988-89. The following marks may be assigned by faculty/staff members responsible for course instruction.

To Undergraduate Students		To Graduate Students	
Grade	Grade Point Value	Grade	Grade Point Value
A	4.00	A	4.00
A-	3.67	A-	3.67
B+	3.33	B+	3.33
B	3.00	B	3.00
B-	2.67	B-	2.67
C+	2.33	C+	2.33
C	2.00	C	2.00
C-	1.67		
D+	1.33		
D	1.00	D	1.00
D-	0.67		
F	0.00 - Student Earned F Through Coursework	F	0.00
FN	0.00 - Student Earned F by Never Attending Course		
FS	0.00 - Student Earned F by Stopping Attending Course		

Other Grades - Undergraduates and/or Graduates

*I - Incomplete

*IP - In Progress (for approved courses only)

*WS - Withdrawal Satisfactory (only used during the first 9 weeks of semester)

*WU - Withdrawal Unsatisfactory (only used in extenuating circumstances where a student is allowed to drop after week 9)

*O - Outstanding (for approved courses only)

*S - Satisfactory (for approved courses only)

*U - Unsatisfactory (for approved courses only)

*Not Used as Credit Attempted in Calculating GPA

**CR/NC - Credit/no credit grading option for students. The letter "Q" will be preprinted in the grade column of the grade roster and indicates that the student is taking the course for CREDIT/NO CREDIT. (Refer to page 4-20 in 1994 Faculty/Staff Handbook.)

IMPORTANT NOTES

EVERY student on grade roster must receive an appropriate mark. Please check carefully to be certain each student receives a mark.

Please refer to the Grading Policy before assigning WS/WU or F for students who "disappeared" but did not drop.

I - A statement citing the reason for the incomplete removal requirements, approximate grade to date and a deadline of not more than one year from the end of the term must be sent to Department Office at time "I" is assigned. A completed Incomplete form should be submitted to the department office for any "I" grade assigned.

IP -The mark of IP (In Progress) may only be used for courses approved by the Curriculum Committee. Student has 2 years to complete. Please check before using "IP".

The following marks may not be assigned:

W - (withdrawal from the university or assigned only by Registration and Records)

CR/NC - unless a "Q" is present in the grade column.

The following marks that are computer printed on the grade roster may not be changed or marked out.

If the preprinted grade is contrary to your records, please write your grade beside the preprinted grade. **Do not fill in the bubble.** Following this procedure will alert our office that a discrepancy needs to be resolved.

F - withdrawal from school or from a single course after midpoint of course

AU - Audit - no mark to be assigned

Q - Assign CR for credit; NC for no credit. Letter grade is not acceptable.

You have received one copy of your grade rosters. The original scan sheet must be returned to the Registration and Records office, but please feel free to make copies of your records. Your department administrator may want a copy as well.

If grades are posted, the student names, SSN and Date of Birth ID numbers must be removed and the posting should be done in such a way that the mark is identifiable by the student, but not others. Legally, grades may only be posted if you assign a random number to each student, and then post only those assigned numbers and grades in a random order.

Tenth (10th) Week through Semester End - Drops Only

Course drops ARE NOT ALLOWED AFTER THE NINTH WEEK OF THE SEMESTER except in the case of extenuating circumstances. After the official Ninth Week Drop Date, as indicated in the [Timetable](#):

- Any course drop will require the consent of the instructor and must fall within the four (4) course drop limitation.
- Students who are permitted to drop a course after the midterm will receive a course indication of “WU” on your transcript. The “WU” indication does not affect GPA calculation.
- If extenuating circumstances warrant other consideration, contact Dean of Students office.

If you register for a course but do not attend the class and fail to officially drop the course, you will be given a grade of "FN". If you register for a course and then stop attending without dropping the course according to policy guidelines, you will be given a grade of “FS”. The “FN” and the “FS” grades will be displayed on your transcript and will calculate negatively into your GPA the same as an “F” grade.

You will be liable for all fees incurred for courses not dropped within the first ten days and for all lab fees for courses dropped after the first week.

<http://www.uwstout.edu/regrec/add.html>