Information about grading and the course grading roster

Course grade rosters will open in two weeks. I am writing to share with you some details about the grading options available and submitting final grades.

Course grading should be indicated on the course syllabus and reflect the grading modes listed in the catalog for each specific course.

Additional Grading Options

Grade	Type	Application	Roster Entry
F*	Unofficial withdrawal	Student stops attending	"F" and the last date of academic engagement
I	Incomplete	Student requests online before grade submitted Faculty approves online before grade submitted	No entry, the "I" will appear in roster. Enter the last day of academic engagement. Use grade change form to change to completed grade
W	Withdrawal	Never attended at census Leave of absence Withdrawal from college Student request by deadline	No entry, "W" already listed on roster
S*/U*	Satisfactory/ Unsatisfactory	Student elected by deadline Faculty not informed of S/U election	Faculty enters earned grade. S/U applied by R&R

Timely submission of grades

The deadline to submit final grades is **Friday, December 23 by 2:00pm**

Timely grade submission allows:

- Students to have complete information to adjust schedules prior to the registration moratorium or add a summer course
- Academic standing and Dean's lists processes to run accurately
- Records & Registration to confer degrees to graduating students
- Employers and graduate schools to receive updated transcripts

To submit grades, go to my.newpaltz.edu > Faculty Services > Teaching Menu > Enter Final Grades

Incomplete grade request and submission

An incomplete grade is granted only at the instructor's discretion and only in accord with the college policies.

When can an incomplete grade be considered? When all of these conditions are met:

- The student has successfully completed 75% of the coursework.
- The student has a signifcant personal emergency such as an accident or hospitalization preventing the completion of the remaining work.
- The faculty agrees that an incomplete is appropriate.
- The faculty has NOT submitted a final course grade.

How are incomplete grades requested and approved?

If the faculty and student agree that an incomplete grade is appropriate, then the student must make the request online through **my.newpaltz.edu > Registration > Request for Incomplete**. The faculty receives an email and approves the incomplete online, before the final grade is submitted. Faculty can also see and approve **Pending Incompletes** in their Teaching Menu in my.newpaltz.edu.

If the student submits the request and it is approved by the faculty, the incomplete "I" will appear on the faculty grading roster. Faculty will need to add the date of last participation.
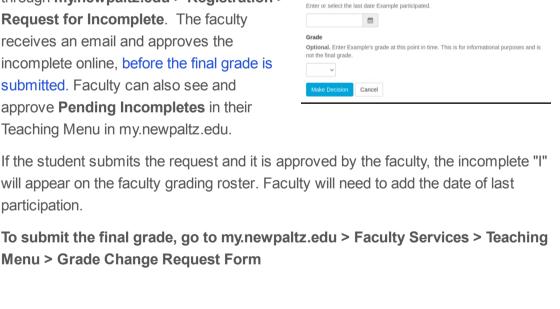
To submit the final grade, go to my.newpaltz.edu > Faculty Services > Teaching Menu > Grade Change Request Form

Need to make a grade correction?

Once grades are submitted by faculty, they are considered final. Grade changes can occur if there has been a miscalculation in determining the grade. No additional work can be accepted from the student after the final grade is submitted.

If there is an emergency preventing a student from completing the course, the student should submit an incomplete grade request. Only the student can request an incomplete.

SUNY Guidance on grade changes:

Appropriate reasons for grade corrections or changes, which may include but not be limited to:

- Demonstrable arithmetic, editing, or factual error in calculating the grade.
- Omission of assignments or parts of assignments in calculating the grade.
- A grade demonstrably based on impermissible factors unrelated to student performance, such as discrimination, bias, retaliation or retribution.

Inappropriate reasons for grade changes include but are not limited to:

- Saving a student from some academic penalty such as dismissal, probation, warning, or academic integrity problem.
- Enabling a student to graduate.
- Enabling a student to maintain academic eligibility for financial aid.
- Enabling a student to graduate with academic honors, or meet some other established minima.
- Personal issues unrelated to academics.
- Enabling a student to maintain academic eligibility for athletics or any other co-curricular activity.
- Managing enrollment levels in order to preserve programs or revenue, or to increase retention rates.

To make a grade change, go to my.newpaltz.edu > Faculty Services > Teaching Menu > Grade Change Request Form

Thank you for your kind attention to these matters.

Happy grading,

Stella Turk, Executive Director of Student Services