Information about grading and the course grading roster

Course grade records are sent to your inbox every Wednesday. If you are interested in obtaining a grade for a specific course, you should check your records online.

Grades are indicated on the course syllabus and entered in the grading system for the specific course.

Additional Grading Options

<table>
<thead>
<tr>
<th>Grade</th>
<th>Type</th>
<th>Application</th>
<th>Form Filled Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Final</td>
<td>Instructor</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Student</td>
<td></td>
</tr>
</tbody>
</table>

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

Timely submission of grades

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

Incomplete grade request and submission

If the faculty agrees that an incomplete is appropriate, then the student must make the request online, before the final grade is submitted.

Incomplete grade request and submission

How are incomplete grades requested and approved?

If the student submits the request and it is approved by the faculty, the incomplete "I" will appear on the faculty grading roster. Faculty must enter the date of last engagement.

Need to make a grade correction?

If errors are made while submitting grades, they can be corrected.

SUBMIT Evidence of grade changes:

- Student requests online before grade
- Never attended at census
- Satisfactory/"F*" and the last application is incomplete.
- Withdrawal

To submit grades, go to my.newpaltz.edu > Faculty Services > Teaching Menu > Grade Correction Request Form.

Thank you for your attention to these matters.

Stella Turk, Executive Director of Student Services