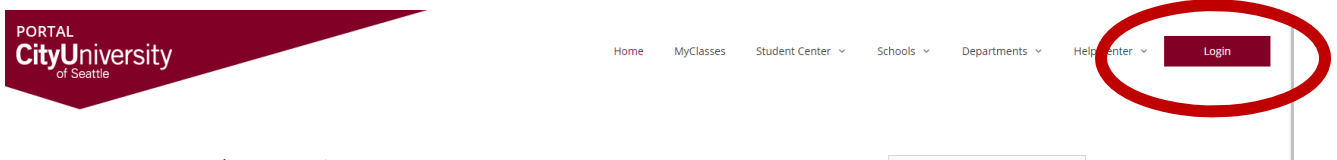


OVERVIEW: Periodically instructors will need to:

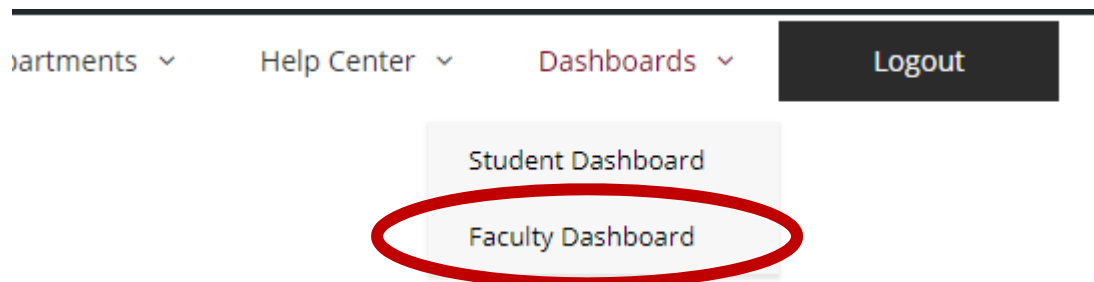
1. Change a previously submitted grade due to a calculation error, re-calculation based on additional grading factor, or to change a previously submitted “I”, “K”, “N”, “R”, or “Y” grade.
2. Submit the grade of “I” or incomplete with the last day of contact and percentage of work completed.
3. Submit the grade of “Y” for a course approved for this grading mechanism. See the Registrar’s site for a list of [approved courses](#).
4. Submit the grade of “K” when a student has been referred to the Scholastic Honesty Board.

HOW TO SUBMIT A GRADES SUBMISSION FORM

1. To access the **Grade Submission Form** login into the **Faculty Portal** at My.CityU.edu.



2. From the Navigation Menu select Dashboards and then Faculty Dashboard.



3. Under Quicklinks on the right-hand side of the page select Faculty Forms.

Quicklinks

CityU Library
Email
Faculty Profile
Update Contact Information
Faculty Forms
EthicsPoint
Policy and Procedure Handbook
CityU Catalog
CityU Website
Alumni Community Portal



“”

4. On the Faculty Forms page, under Student Related area select Grade Submission Form.

Student Related

Grading Procedures
Grade Submission Form
How to Proctor Exams
Faculty Forms Proctor Certification Form eff. 1-08
Proctor Approval Request Form
Incident-Accident Report Form
Scholastic Honesty Procedure
Scholastic Honesty Violation Allegation rev. 2013



5. You will need to download the word document form to your desktop. Please follow the steps below:



TUTORIAL for INSTRUCTORS Grade Submission Form

Form: Student Information Section

Complete with the student and course information:

- **Student name:** as it appears on your class roster.
- **SID:** Student ID number as found on your class or grade roster.
- **Course:** Academic subject area and number (i.e. BC 301 or COUN 511).
- **PeopleSoft#:** System code number specific to your section in the quarter you are teaching. This number is found on the Grade Roster of your course on the top left after the Course Number i.e. BC 301 – 01 (1502) – the number in the parenthesis is the PeopleSoft section number.
- **Term*:** the quarter of the course i.e. summer, fall, winter, spring.
- **Year*:** the academic year (2019, 2020)

**if you know the system abbreviation you may also use it i.e. 1191, 1192, 1193, 1194...*



Please return completed form to:
Registrar's Office
521 Wall Street, Suite 100, Seattle, WA 98121
206.239.4520 / Fax 206.239.4530
Email to: Evaluations@cityu.edu
www.cityu.edu

GRADE SUBMISSION FORM

Please use a separate form for each student and each course.

STUDENT INFORMATION

Student's name _____ SID # _____

Course _____ People Soft # _____ Term _____ Year _____

Form: Grade to be Posted Section

Complete this section if you are posting an "I" grade, a "Y" Grade, or documenting a 0.0 grade. If none of these, skip this section.

GRADE TO BE POSTED

"I" Incomplete grade: % of work completed at grade submission _____

Last date of contact at grade submission _____

*For a valid "I" grade, student must have completed at least 50% of coursework.
Final grade is due 30 calendar days after course end date.*

"N", "R", or "Y" grade: "N" and "R" grades are specific to WAL and doctoral courses respectively. "Y" grade are a placeholder grade for courses that may extend beyond one term (eg, thesis). See list of courses approved for Y grades on Registrar's Office SharePoint site at: <https://home.cityu.edu/RegistrarsOffice/PagesPublic/HomePage.aspx/>

Failing (0.0) grade % of work completed (if any) _____

Last date of attendance (if any) _____

Form: Grade Change Section

Complete this section if you are changing a formerly submitted grade including an "I", "K", "N", "R", or a "Y" grade. You must provide a written reason if you are changing a previously submitted decimal grade that is incorrectly calculated or a grade for a student permitted to resubmit an assignment for new grade calculation.

Last date of attendance (if any) _____

GRADE CHANGE

Former grade _____

New Grade _____

Reason for change _____



TUTORIAL for INSTRUCTORS Grade Submission Form

Form: Scholastic Honesty Board Section

Only complete this section if you have submitted the student for Scholastic Honesty Board review. Upon completion of the review by the Scholastic Honesty Board submit a new form with the student’s final grade.

SCHOLASTIC HONESTY BOARD SUBMISSION

“K” grade Paperwork must also be on file with Scholastic Honesty Board regarding violation.
When final grade is determined, submit a new copy of this form with the grade change completed.

Form: Signatures Section

Submit the form via CityU email to evaluations@cityu.edu in place of printing, signing, and scanning the form.

If you are attempting to post a grade before the schedule end of the course, additional signatures from the program director, dean or provost may be required before the Registrar’s Office will post the grade.

Provost approval for grade changes may be required if they are submitted after the academic standing report is completed, or if the change is submitted after the Registrar’s Office has completed the term audit (typically 45 days after the end of the term)

SIGNATURES : *Electronic signature must be sent via the Instructor of Record CityU email address*

Instructor’s signature _____ Date _____

Instructor’s name _____

For early grade posting (prior to course end date)

Program Director’s signature _____ Date _____

Dean’s signature _____ Date _____

NOTE: Any grade submitted after term academic standing has been determined, requires sign-off by the Provost. (eff.2019)