

# GRADE SUBMISSION PROCEDURES

## For UHM Instructional Faculty (Fall and Spring Semesters)

### APPLICABLE SEMESTERS

The instructions provided in this document apply to the Fall and Spring semesters only. Courses offered via Outreach College (Extension and Summer Session) have different instructions for the submission of grades.

### DEADLINE FOR SUBMISSION OF GRADES:

Instructional faculty are required to submit grades via MyUH or LAULIMA for all students by 4pm on the Tuesday following the final exam period for the Fall or Spring semesters.

### EXTENSIONS TO THE DEADLINE

Instructional faculty who are not able to meet the deadline must contact their department for an extension. The Department Chairperson will contact Office of the Registrar for final approval.

### MISSING GRADES

All registered students must be assigned a grade based on the coursework completed.

### F or NC GRADES

For students assigned a grade of F or NC, the last date of attendance is required. The last date of attendance may only be entered via MyUH. Therefore, for grades entered via LAULIMA, faculty will need to load grade via LAULIMA and then access MyUH to enter the last date of attendance.

**\*\*\* Important Notice \*\*\***

***The recording of the last date of attendance is required for the University to be in compliance with current financial aid regulations.***

### SUBMISSION OF GRADES

#### Important Reminders

- Each page has 25 students. If you have more than 25 students, you will need to click on the links (i.e. 26-50, 51-75, etc) to access the other students in your section.
- The available grades for each individual student are based on the student's grade option.
- Undergraduate students are not eligible for graduation if there are any I grades on the student's record.
- A grade of I is given to a student who has not completed a small but, important part of the semester's work if the instructor believes that the incomplete was caused by conditions beyond the student's control. The student is responsible for requesting the grade of I. In other words, a grade of I should not be given to a student who has not specifically requested it.
- Only the primary instructor may enter grades.
- If student receives a grade of F or NC report date of last completed assignment or last day attended. If the student never attended any sessions, enter the day prior to the first day of the semester.

- Starting immediately after the deadline, grades will be rolled to academic history. Once a grade has been rolled, it is viewable by the student and may no longer be changed online. Grades will continue to be rolled on a daily basis until the missing grades are converted to F or NC.
- Don't forget your directed reading courses (x99). Many of these sections have only one student and are easily forgotten.

### Exceptions to the Grading Deadlines/Procedure

Grades for students enrolled in the following courses will be processed as described

- 500/700/700F/800/800C  
Grades will be entered by Office of the Registrar/ Manoa Graduate Division for students in these courses.
- Audit Grading Option  
All students registered for the Audit grading option will automatically be assigned the grade of L (Audit).
- 099, BUS 667  
Grades for these students will be determined by the International Exchange Program and the College offering the course.
- Medical School courses for the MD program
- Law courses

### Incomplete grades

A grade of I is given to a student who has not completed a small but important part of the semester's work if the instructor believes that the incomplete was caused by conditions beyond the student's control. The student is responsible for requesting the grade of I.

If assigning a grade of incomplete, a written agreement with the student is highly recommended. The agreement should include the work to be completed along with a deadline for the completion of the work.

For undergraduate students, the grade that will replace the I if the work is not made up must be recorded. For example, if the student is to receive a grade of C if no further work is completed, the grade IC is to be recorded.

For graduate students, the grade that will replace the I if the work is not made up must be recorded for undergraduate courses (100-499). For graduate courses, the instructor has the option of recording an alternate grade to replace the "I" if the work is not made up by the deadline.

Students with a grade of I will not be eligible to register for courses that require the course with the grade of I as a prerequisite.

Undergraduate students with a grade of I (at the time of the assignment of the Dean's list designation) are not eligible to be recognized for the Dean's list.

### Incorrect Grading option

The A-F grading option is the default grading option for all courses (unless the course is mandatory CR/NC). Students with the CR/NC grade option for a course that allows an A-F grade option were required to request this change at the time of registration. Changes to the grading option must be approved by the student's college. A grade based on the current grade option is to be entered.

## Failure to Withdraw

### No Attendance

If a student never attends, you must submit a grade (F or NC) and enter the last date of attendance as the day prior to the first day of instruction.

### Attended at least one session or assignment

If a student ceases to attend classes without officially withdrawing, you must submit a grade based on the coursework completed. You may not enter a grade of W. If a grade of F or NC is entered, the last date of attendance is required.

## INSTRUCTION FOR ENTERING GRADES

The following are steps for entering grades in Banner via MyUH.

- Access site [myuhportal.hawaii.edu](http://myuhportal.hawaii.edu)
- Login using your UH Username
- Access Academic Services  
Note: Use the "Access Academic Services" link on the upper right hand corner of the web page.
- Access Faculty Services
- Access Final Grades
- Select term
- Click on Submit Term
- Select course to grade from "Select CRN:" list
- Click on Submit CRN
- Click on drop down list for grade and select appropriate grade.  
Note: If you are not able see any drop down lists for grades, you are not designated as the primary instructor and may not enter grades.
- Enter last known date of attendance for students who have stopped attending.  
If student receives a grade of F or NC report date of last completed assignment or last day attended. If student never attended, use day prior to first day of the semester.
- Click on Submit Grades to save grades  
**\*\*Important\*\*** There is a 60 minute time limit per session. Save work frequently.
- Sign out
- Close browser (recommended if using a shared computer).

Grades may be entered via Laulima

- **\*\*Important\*\*** For students assigned a grade of Incomplete, please enter the grade via "Academic Services" in MyUH to ensure that the students last attended date is recorded.

## Who can I call for assistance?

- **Technical problems** (username, login, connections to website): UH Information Technology Services Help Desk at **956-8883**
- **Course registration:** Office of the Registrar Helpline at **956-8010**