End of Term Grade Processing

Registrar updates Web controls to open grading via Web for Faculty

Associate Registrar notifies OIT that we are ready to set up grading cycle on SIS

OIT runs a series of jobs to activate grade cycle.

E-mail sent to Registrar when cycle is set up.

Registrar sends e-mail notification to all faculty that grading via Web for Faculty is open.

Associate Registrar requests program be run to produce grade rosters for candidates for graduation.

Assoc Registrar prints rosters and distributes to academic department chairs.

Students may view their grades on Web for Students. Grade not mailed to students.

Faculty enter grades via Web for Faculty or turn them into registrar office by deadline.

Department Chairs are responsible for getting rosters to each faculty with candidates for graduation.

Report is run to identify those faculty who have not submitted grades.

Dept Chairs notified of missing grades.

I grades are manually changed to grade of F

Once all grades are turned in Web grading is turned off.

Repeat Checking is done manually by Staff

OIT runs Grade Calc Program.