Process Name: End of Term Grade Processing
Date: September 20, 2005
Time: 10:49 a.m.
Location: BAB 202
Participants:
Session Lead:

Narrative/Description: At the close of each term, the grade cycle must be set up. The Registrar updates the Web Control screen in SIS to open grading via Web for Faculty. At the same time the Associate Registrar contacts OIT requesting the grading cycle be established. OIT runs a series of three programs that sets the grading cycle up for the specific term. Once completed OIT sends an e-mail to the Registrar confirming the establishment of the grading cycle. A e-mail is sent to all faculty and staff notifying them that grading via Web for Faculty has been turned on and when the final date for grade submission is. At this point, OIT is asked to run an SIS program that generates printed grade rosters for candidates for graduation (flagged in SIS). The registrar’s Office sends these rosters to each academic department for distribution to the appropriate faculty. They are given a specific deadline for submission of graduate grades via Web for Faculty or return of the paper copy. On-line web submission is the preferred method of grade submission. Any other type of submission must be approved by the Registrar as an exception. Grades submitted other than by web are input manually by the Registrar Staff (minimal). The morning of the day all grades are due, OIT runs an SIS program that identifies all missing grades. This printout is used by the Registrar’s Office to notify appropriate department chairs of missing grades. Once all grades are submitted, the Registrar’s staff manually update any known repeated courses. The Registrar runs a Focus program that shows all “I” grades from previous semesters that have not been changed to another grade. These grades are manually changed to “F” in SIS. When completed, the Registrar notifies OIT to run a Grade Calc program in preparation of beginning the Satisfactory Academic Progress process.

Electronic Inputs: Web grading turned on in SIS. CAL Screen reset to grading mode.

Manual/Paper Inputs: Faculty enter data via Web. Paper grade rosters entered by Staff.

Key Decision Points (list all): Begin/End dates for grade submission. Making sure all switches are set on Web Control and CAL Screens
Verifying that all grades have been submitted.

Related Policy(s): SRSU Grading policy.

Interface to Other Systems: None

Web Features: Web for Faculty for Grade submission.
### Sul Ross State University
#### Business Process Analysis – Student Module

Students view grades via Web for Students.

**Electronic Outputs:**
- Report generating grade rosters for candidates for graduation.
- Report generated to show who have not submitted final grades.

**Manual/Paper Outputs:**
- Paper Grade rosters.

**Customer(s):**
- Faculty, Staff, and Students

**Regulatory Items:**

<table>
<thead>
<tr>
<th>Frequency/Volume:</th>
<th>Every Term</th>
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<td>Potential Break Points:</td>
<td>Control table incorrectly set. Faculty failing to submit grades.</td>
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**Automation:**
- 75% automated. Repeat checking and changing of I grades to Fs manual.

**Issues:**
- Repeat checking is not automated.
- Faculty fail to follow instruction about grade submission resulting in Incorrect grades or grades submitted over withdrawn symbols.