

GRADE ENTRY AND CHANGE OF GRADES

FREQUENTLY ASKED QUESTIONS (FAQs)

Frederick Community College

PeopleSoft Campus Solutions

Grades/Grading Assignments/Change of Grades are established by the [Academic Standards Policy and Procedures](#).

Please review the [Policy](#) for detailed information.

Off-site Grade Entry:

Instructors have reported that they cannot access the FCC web site from their place of business. People working for Frederick County cannot get through the fire wall set up by their employer.

The error message is *Page Can Not Be Displayed*.

If you get this message, you will need to try from another location. In addition, faculty have had issues with their use of browsers so you may need to try a different browser to access your PeopleSoft account.

The recommended internet browser is Google Chrome.

When should an Incomplete Grade be assigned?

Incomplete grades may be issued in the case of extenuating circumstances only to a student **whose work has been satisfactory**, but due to circumstances beyond the student's control full requirements of the course remain unfulfilled at time of grading. Full details on incomplete grade deadlines and procedures may be found in the [Academic Standards Policy and Procedures](#) for incomplete grades. It is at the discretion of the instructor, but detailed communication between the instructor and student outlining remaining requirements and deadlines should be established prior to assigning the Incomplete grade.

Grade Changes:

Once the Official Grade has been posted by the Registrar, all change of grades need to be submitted using the online Change of Grade Form. A form for each individual student needs to be submitted as these are saved and become part of the student's record.

The Change of Grade form may be accessed by clicking the [Request Grade Change](#) link in any final/posted grade roster. This link becomes available AFTER the final grades have been posted by the Registration & Records Office. In addition, the Change of Grade Form may also be found on the FCC Intranet on Communication Central. Under Forms ~ Most Requested Forms ~ [Change of Grade](#):

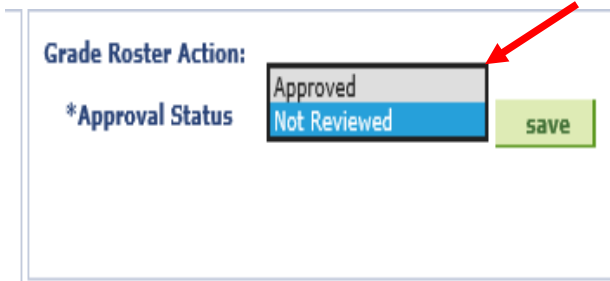
- Students and faculty members receive a Grade Change email notification to their **FCC email account** when a grade change is completed.
- Grade Change Forms or questions can be directed to Tina Berry, Associate Registrar, at TBerry@frederick.edu.

The screenshot shows two panels from a web application. The left panel, titled 'Display Options', contains a dropdown menu for '*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. The right panel, titled 'Grade Roster Action', shows '*Approval Status' set to 'Approved' and a dropdown menu set to 'Posted'. Below these is a blue link labeled 'Request Grade Change' with a red arrow pointing to it. Below the panels is a table header for a grade roster with columns: Student Grade, ID, Name, Roster Grade, Official Grade, Last Day Attended, Grading Basis, and Status.

Student Grade	ID	Name	Roster Grade	Official Grade	Last Day Attended	Grading Basis	Status
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I Need to Update a Student Grade after I saved/submitted my grade roster:

If the final grade roster has not been posted by the Registrar, then you can go back into your grade roster and select the Approval Status to Not Reviewed and change the grade the student grade. You will have to then change the Approval Status back to Approved and hit Save.



Grade Roster Action:

*Approval Status

Approved

Not Reviewed

save

1. Select Approval Status back to Not Reviewed.
2. Change Grade
3. Select Approval Status Back to Approved
4. Save

If the grade roster has been processed by the Registrar, then you would need to submit the Change of Grade Form. **Change of grade may be submitted by the instructor using the online**

[Change of Grade Perfect Form](#)

What if a student is auditing a class?

- A grade of "AU" must be entered with Last Date Attended.

	Roster Grade	Official Grade	Last Day Attended	Grading Basis
	AU			AUD
	▼			GRD
	▼			GRD
	▼			GRD

The Grading Basis will be AUD.

The only grade option will be AU.

Last Day Attended date is required.

NOTE: If student has audited but never attended the Last Day Attended should be entered as **one day before** the start of the session.

If a student attended through the end of the course, then the LDA should be **the last date of the session** (as listed in the course schedule).

What is the FNA grade?

FNA - The FNA grade will be given to a student whose failure to pass a class is a result of insufficient attendance and/or participation, as defined by individual faculty members. The grade would be calculated into the GPA as an F and will appear as an F on the student transcript; however, it will only be used internally to document failures due to insufficient attendance and/or participation. Please refer to the separate FNA document on the Grades Due email reminder.

What if a student has stopped attending but has not withdrawn?

Please assign the earned grade (usually an F/FNA) and accurately indicate the last date of academic activity under Last Day Attended.

- Academically-related activities include but are not limited to: physically attending class, submitting an academic assignment, taking an exam, completing an interactive tutorial, participating in computer- assisted instruction, attending study group assigned by the College, participating in online discussion about academic matters, initiating contact with faculty to ask a question about the academic subject studied in the course.
- Faculty cannot assign a “W” grade.
- Students may submit an appeal for a late withdrawal pending extenuating circumstances. Students need to complete and submit the online [Request for Retroactive Withdrawal Form](#). For detailed information, please refer to the [Student Withdrawal Policy and Procedures](#).

What if a student never attended your class?

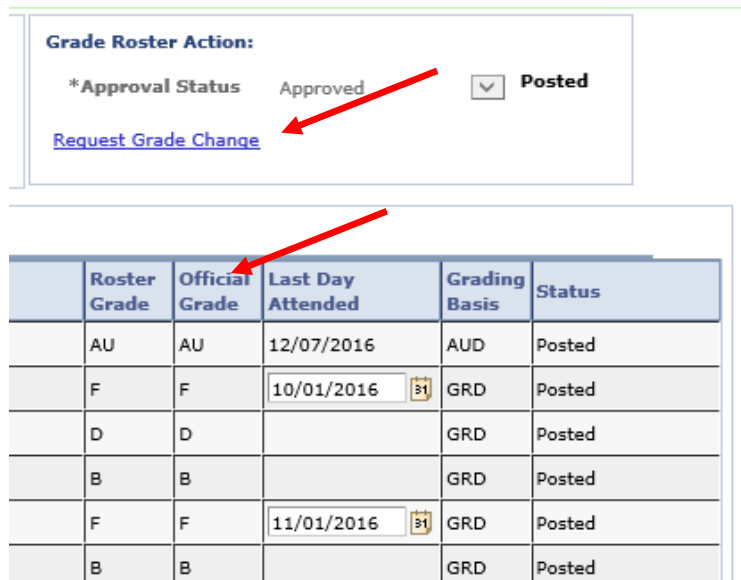
1. The student should have been reported as “never attending” through [Attendance Roster](#).
2. Please assign the earned “FNA” grade.
3. Please indicate the last date attended as **one day before** the [start of the session](#).
4. If an online student has logged into an online course but never submitted any Academic Activity, the student should have been reported as “never attending” through the [Attendance Roster](#). If an error was made on [Attendance Roster](#), please indicate the last date of attended as **one day before** the [start of the session](#). Faculty cannot assign a “W” grade.
 - Academically-related activities include but are not limited to: physically attending class, submitting an academic assignment, taking an exam, completing an interactive tutorial, participating in computer- assisted instruction, attending study group assigned by the College, participating in online discussion about academic matters, initiating contact with faculty to ask a question about the academic subject studied in the course.

What if the student attended through the end of the course, but a Last Date Attended grade is needed?

1. If a student attended through the end of the course, then the LDA should be the **last date of the session** (as listed in the course schedule).

When will students see their grades in their PeopleSoft Student Center?

Following the Faculty Approval step in grade submission, the Registration & Records office posts grades for student viewing. When grades are posted and viewable by students, the **Official Grade** column on the grade roster is populated and the Grade Roster Action shows **Posted**.



Grade Roster Action:

*Approval Status: Approved **Posted**

[Request Grade Change](#)

	Roster Grade	Official Grade	Last Day Attended	Grading Basis	Status
	AU	AU	12/07/2016	AUD	Posted
	F	F	10/01/2016 <input type="button" value="31"/>	GRD	Posted
	D	D		GRD	Posted
	B	B		GRD	Posted
	F	F	11/01/2016 <input type="button" value="31"/>	GRD	Posted
	B	B		GRD	Posted

I have entered my grades, but students report they cannot see them.

Please ensure you have completed the final grade submission step of setting the grade roster status to **Approved**. Once the status has been set to Approved, and the Registrar's Office has posted the grade roster the official grade column will show and students will then be able to view their final grade(s).



Grade Roster Action:

*Approval Status: Approved
Not Reviewed

When all grades are entered, set the Approval Status to Approved and Click Save