

## About the Grade Roster

### Important Information

- Grade rosters for full term classes are generated on the last day of classes for the term. Classes that meet less than the full term (first half, second half, and mini courses) will have grade rosters generated on the Friday of the week the class ends.
- The grade roster must be submitted within 72 hours after the final examination for the class.
- Grade rosters are available to:
  - Instructors, faculty graders, and graduate instructors assigned to the class in M-Pathways with one of the following levels of access:
    - **GRADE** access allows you to enter or upload grades and then set the Grade Roster Approval Status to Ready for Review. Instructors with this role cannot approve or change grades. This level of access is recommended for classes with one or more instructors assigned and/or for classes with multiple components.
    - **APPROVE** access allows you to enter grades, upload grades, or review grades already entered. Once the grades are reviewed for accuracy, you can set the Grade Roster Approval Status to Approved. Clicking Save and viewing the Grade Roster Submittal Confirmation that appears on the bottom of the Grade Roster page are the final steps. This level of access is recommended when only one instructor is responsible for all aspects of grading.
  - Staff who are assigned one of the following levels of proxy access in the Faculty Center by a class instructor with **GRADE** or **APPROVE** grade roster access:
    - **Enter Grade Proxy** access allows you to enter or upload grades and then set the approval status to Ready for Review. Proxies with this role cannot approve or change grades.
    - **Approve Grade Roster Proxy** access allows you to enter grades, upload grades, or review grades already entered. Once the grades are reviewed for accuracy, you can set the Grade Roster Approval Status to Approved. Clicking Save and viewing the Grade Roster Submittal Confirmation that appears on the bottom of the Grade Roster page are the final steps.
- Students listed on the grade roster for a class are those who have officially elected the class.
- If a student has elected the Pass (P)/Fail (F) option for a letter graded (A-E) course, instructors must submit a grade of A-E. This letter grade will convert to reflect the P or F (on the student's record) according to the School/College rules for the individual student.
- If a student who has not been attending this class is listed on the grade roster, enter NR (No Report) in the Roster Grade field. The NR will be converted to the appropriate unit symbol after the grade roster is posted.
- If a failing or NR grade is entered for a student, you will be prompted to enter the student's level of participation in the class (Full, Partial or Never). If the student partially participated, you will be further prompted to enter the student's last date of participation in the class. See the [Enter Grades Step-by-Step Procedure](#).
- Grades may be given only for courses and credit hours indicated on the grade roster.
- There are times when a student already has a grade entered, e.g. W, VI. These grades cannot be changed on the grade roster. If you believe the W or VI grade is incorrect, please contact your department to submit a grade change on a paper Grade Change Request form.
- If the student has been attending the class but is not listed on the grade roster and is not listed on the Grade Change Request page, please contact your department to submit the grade on a paper Grade Change Request form.

**See page 2 for Grade Symbol descriptions.**

**Grade Symbols:**

<b>A, B, C, D, E</b>	Letter grades that may be qualified with a + or –.
<b>I</b>	Incomplete. Final Grade must be submitted using the online grade change process. Once a grade is changed from Incomplete, the grade will appear with an “I” in front of the letter grade (e.g., IA, IA+, IB, IC-, etc.)
<b>Y</b>	The course extends beyond the published schedule of term. As a rule, the “Y” symbol should be used only if class is approved as an extended class.
<b>NR</b>	No Report. Student did not report to class.

**Grade Symbols that may be used if the class is approved for Pass/Fail, Satisfactory/Unsatisfactory, Credit/No Credit:**

<b>P</b>	Pass
<b>F</b>	Fail
<b>S</b>	Satisfactory
<b>U</b>	Unsatisfactory
<b>CR</b>	Credit
<b>NC</b>	No Credit

*Check unit policy for specific grading patterns (e.g., graduate, business).*

**Pre-populated Grade Symbols (cannot be changed):**

<b>W</b>	Official Withdrawal
<b>VI</b>	Class elected as Audit or Visit

**Incomplete Grade Symbols to be selected when changing a student’s incomplete (“I”) to a letter grade.**

<b>IA, IB, IC, ID, IE</b>	Grades that have been changed from an Incomplete to a letter grade. Letter grades that may be qualified with a + or –.
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