

## Spring Semester 2022 Final Web Grading Instructions

**Grading Opens: Monday, May 2 at 9:00 a.m.**  
**Grading Closes: Monday, May 9 at 10:00 a.m.**

### To enter final grades:

1. Select "Final Grades" from the Faculty Services menu in PAWs.
2. Select the appropriate term.
3. Select the CRN and click the "Submit" button.
4. Scroll down the screen to display the students registered in your course.
5. Enter the grade from the drop-down box.
6. Click the "Submit" button before leaving the page.

### All grades of F/U will require one of the following grade reasons:

#### Never Attended (F-NA, U-NA):

Use this grade option when there has been no attendance/participation in academically-related activities in the course.

#### Stopped Attending (F-SA, U-SA):

Use this grade option when the student has ceased attendance/participation in academically-related activities in the course. Enter the student's last date of academic attendance/participation for which you have supporting documentation. The last date of attendance is critical in determining the appropriate amount of federal aid that the University must return. If you have records supporting that the student began attendance/participation in the course, but do not have documentation of when the student ceased attendance/participation, you may enter the mid-point of the term (02/21/22) as the last date of attendance.

#### Earned, Attending but Failing (F-CA, U-CA):

Use this grade option for students who are attending/participating in the course, but are not currently meeting the stated objective. A last date of attendance/participation will not be required.

### Incomplete Symbols

Upon the request of a student and approval of the instructor, the symbol "I" (Incomplete) may be assigned when, for reasons beyond the student's control, the student is unable to fulfill all the normal course requirements. The situation warranting an "I" must be a medical condition, an equipment problem, or other mitigating circumstance that is patently demonstrable to be beyond the student's control. This symbol is not used to provide time for completion of extra work beyond the normal course requirements for improving the student's grade, nor is it assigned to permit the student to avoid probation, suspension, or dismissal. Incomplete symbols are not to be used as place holders for courses still in progress. Please notify the Registrar's Office if a course has not ended.

The symbol "P" (In Progress) is assigned only in a limited number of approved courses which require more than one term for completion. Unless the "P" is removed by the end of the second succeeding term, a grade of "F" will be recorded.

### **Incomplete Deadline**

Students and instructors are expected to discuss an incomplete prior to the deadline for entering final grades in PAWS. Incomplete grades will require the instructor to enter a last date of attendance. If no date is entered, the instructor will receive an error message noting that a last date of attendance is required. When an instructor submits an "I" symbol, student information will appear on a screen at the top of the page. The purpose of this screen is to alert the faculty that the incomplete symbol will become an F or U if a 'Change of Grade' form or "Request for Extension of Time for Incomplete Symbol" form does not reach the Registrar's Office by July 1, 2022.

### **PAWS Reminders**

A grade can be changed in PAWS for the current term as long as:

1. Drop down box is activated and "Grade" column displays a list of grades available to enter. Note: "WD" grade can never be changed on PAWS.
2. "Rolled" column displays an "N" and not "Y" indicator

### **Missing Grades**

Beginning Monday, May 9 at 10:15 a.m., students without a grade entered by the instructor will be assigned an 'N' symbol. Dean's signature is required on the "Change of Grade/Symbol Form" to remove an 'N' symbol.

### **Need Help**

For a more detailed explanation on entering grades, please access Faculty Information, <http://southalabama.edu/departments/registrar/records/facultyinformation.html>. If you need additional assistance, please contact the following individuals in the Registrar's Office:

Sheila Washington (6-6965), [washington@southalabama.edu](mailto:washington@southalabama.edu)

Sahara Washington (6-7734), [slwashington@southalabama.edu](mailto:slwashington@southalabama.edu)