Fall Semester 2019 Final Web Grading Instructions

Grading Opens:  Monday, December 9 at 9:00 a.m.
Grading Closes:  Monday, December 16 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 (09/30/19) 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

The symbol “I” (Incomplete) is 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.

The symbol “X” (Absence from Final Examination) is assigned only in cases where illness or an unforeseen emergency precludes the student's appearance at the scheduled examination. All records of the symbols “I” or “X” must be cleared by the specified deadline of the next term; if they are not, grades of “F” will be recorded by the Registrar.

Incomplete Deadline

When an instructor submits an "I" or "X" 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 February 17, 2020.

Early Roll of Grades to Academic History

The first roll of grades to academic history will occur on Friday, December 13 at 5:00 p.m. A partial roll is necessary to prevent an overload of data update in Degree Works which delays checkout for graduation. Faculty will continue to have access to enter grades until the deadline on Monday, December 16 at 10:00 a.m. If you need to amend a grade that has rolled to academic history, please email the CRN and Student Jag number to records@southalabama.edu. You will be able to re-enter the grade within approximately 30 minutes.

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, December 16 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/facultyinformation.html. If you need additional assistance, please contact the following individuals in the Registrar's Office:

Sheila Washington (6-6965), washington@southalabama.edu