




Grading Instructions

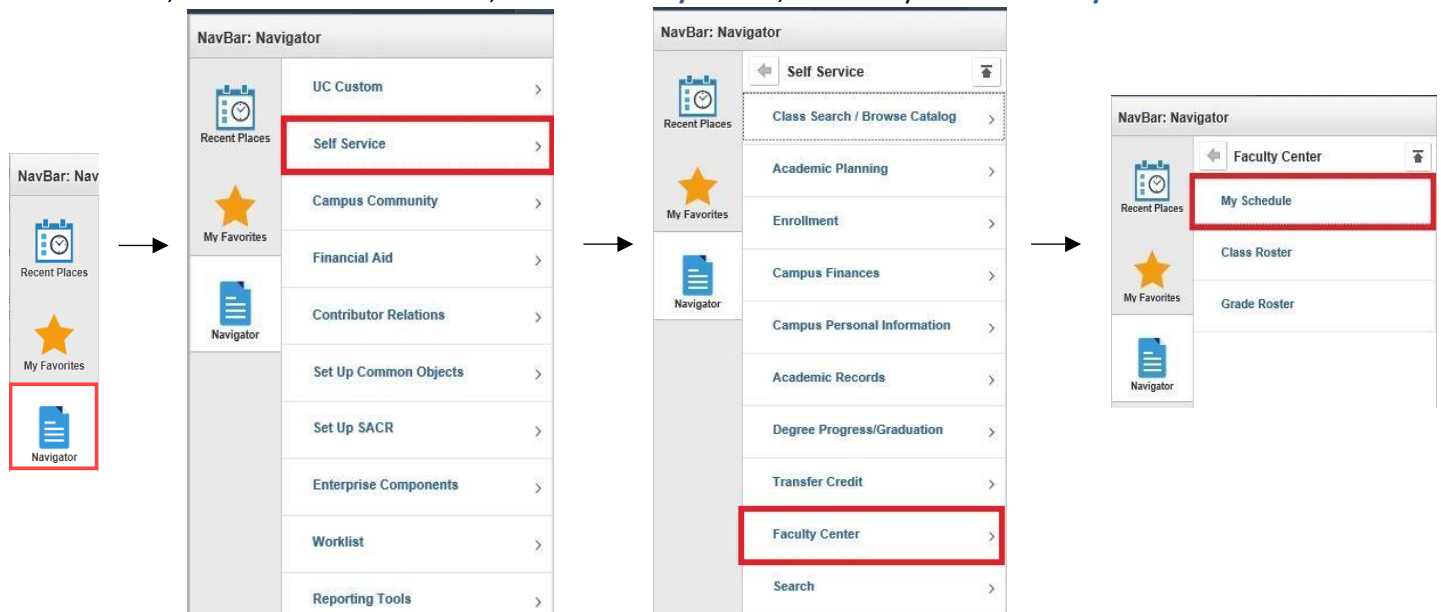
Deadlines

At the end of each course, you must enter final UConn grades. Grades turned in after the deadlines profoundly affect a student's ability to receive their official transcript in a timely manner and have courses transferred to other universities.

- Fall course grades are due by **February 15**
- Spring and Full Year course grades are due by **July 1**

Instructions To Enter Final Grades

- Access the [Student Administration System](#) by navigating to [Student Admin](#)
- Select the [Login to Student Admin](#) button and use your NetID and password to successfully log in
- To record final grades, click on the **NavBAR** icon in the top right-hand corner , then click the **Navigator** button from the Menu, select the **Self Service** tab, then on **Faculty Center**, and finally click on the **My Schedule** tab.



- The **My Schedule** page will display. Select the **Grade Roster** icon to the left of the class that is ready for final grades.

Faculty Center | Advisor Center | Search | HuskyCT sections

My Schedule | Class Roster | **Grade Roster**

Faculty Center

My Schedule

Fall 2020 | University of Connecticut

Change Term






Select display option: Show All Classes Show Enrolled Classes Only

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UPLOAD GRADES

Icon Legend: Class Permissions Nbrs Class Roster ~~Grade Roster~~ Safety Compliant Safety Non-Compliant

My Teaching Schedule > Fall 2020 > University of Connecticut

Permission Number	Class	Class Title	Enrolled	Wait Tot	Days & Times	Room	Class Dates
	CHEM 1189-027 (4945)	Intro to Chemical Research (Laboratory)	0		TBA	No Room Required - Dept Space	Aug 31, 2020-Dec 11, 2020
	CHEM 3189-029 (3740)	Undergraduate Research (Independent Study)	0		TBA	No Room Required - Ind Study	Aug 31, 2020-Dec 11, 2020
	CHEM 3199-029 (3742)	Independent Study (Independent Study)	0		TBA	No Room Required - Ind Study	Aug 31, 2020-Dec 11, 2020
	CHEM 4193W-029 (3931)	Thesis Undergrad Chem Majors (Independent Study)	0		TBA	No Room Required - Ind Study	Aug 31, 2020-Dec 11, 2020
	CHEM 4551-001 (10740)	Intro to Quantum Chemistry (Lecture)	3		TuTh 9:30AM - 10:45AM	No Room Required - Online	Aug 31, 2020-Dec 11, 2020

Please note: This is NOT the grade roster icon. DO NOT CLICK.

- ▶ Navigate to the **Student Grade Section** and select grades for the student(s) from the **Roster Grade** dropdown menu. When all grades have been entered, click the **Save** button.
 - UConn final grades are issued on an A – F scale. The only other alternative grade option you may enter is an I (incomplete) grade. Report an I if the student has not completed all of the assessments, but work completed is of passing quality and a make-up schedule has been agreed upon.
 - ▶ After all the grades have been populated and saved, select an option from the **Approval Status** dropdown menu
 - **Chemistry, Mathematics, Economics, And Statistics Instructors** change the approval status from **Not Reviewed** to **Ready for Review**.
 - **All Other Instructors** change the approval status from **Not Reviewed** to **Approved**.
 - ▶ After a confirmation screen displays, click **OK**.
(Chemistry, Mathematics, Economics, and Statistics instructors will not receive the confirmation message. Your grade roster will now go under review by the discipline-specific Faculty Coordinator)
- Final grades will then be saved. The Registrar’s Office will post the grades, at which point the students may view them online.

Course Grade Information

UConn courses taken through UConn Early College Experience reflect the University grading scheme. UConn final grades are issued on an A – F scale. Numeric grades are not accepted. Numeric grades must be translated to Alpha format using the conversion policy provided by the discipline-specific UConn Faculty Coordinator. Faculty Coordinators should be contacted directly with questions regarding calculating or converting a course grade. The grade that a student earns will appear on their official UConn transcript, listed on the non-degree portion.

Explanation	Grade	Credits
Excellent	A	Yes
	A-	Yes
Very Good	B+	Yes
Good	B	Yes
	B-	Yes
	C+	Yes
Average	C	Yes
Fair	C-	Yes
Poor	D+	Yes
	D	Yes
Merely Passing	D-	Yes
Failure	F	No
Incomplete	I	No
Withdrawal	W	No
Withdrawal Audit	WAU	No

I (Incomplete) – A student has not completed all of the assessments, but work completed is of passing quality and a make-up schedule has been agreed upon with the Instructor and UConn ECE Program Office. The student must complete all outstanding work by the agreed upon deadline. Once the student submits the outstanding work or completes the final assessment, the instructor must contact the UConn ECE Program

Office to submit the final grade. If the student does not submit outstanding work by the agreed upon deadline and has not been granted an exception, the instructor will calculate the student's grade based on work completed for the course. The final letter grade earned will replace temporary grades on the transcript.

W (Withdrawal) – A student is no longer physically sitting in the course, nor getting UConn credit

WAU (Withdrawal Audit) – A student is sitting in the course but no longer wants to receive UConn credit

UConn ECE is intended to be a beneficial way to begin a student's college career. Should a student want to drop a course before the end of the enrollment period in late-September, the student must log in to the Compass Enrollment Center and drop the course. The course and course fees will be removed from the student's UConn record. A student who wants to withdraw from a course after the fall enrollment period has the opportunity to complete a Withdrawal Form (WAU/W). The course will appear on an official UConn transcript with a WAU or W as a final grade. A student does not earn credit for a withdrawn course, nor will the course impact a student's grade point average (GPA). A student has until December 12 for Fall courses, and May 1 for Spring and Full-year courses to complete and submit the Withdrawal Form to the UConn ECE Program Office. A student cannot withdraw from a course after the posted deadlines. A student who completes a Withdrawal Form is still financially responsible for all program fees associated with the course from which they have withdrawn.

Mid-way through a course, students should be advised of withdrawal deadlines so an educated decision can be made regarding completion of the course for a final letter grade.

If a student does not complete a Withdrawal Form by the posted deadline, the Instructor will calculate the student's grade according to the grading scheme applied to all students in the course. This may result in a failing grade on an official UConn transcript.

Final Exam

Most UConn courses require a final examination or writing project. The AP exam is not to be used as a UConn final examination under any circumstances. Students registered for a UConn ECE course are required to sit for their UConn final exam, regardless of their current course grade or high school policies. Students who choose not to take their UConn final exam will receive a zero as their exam score grade, which will have a severe impact on their overall course grade.

High School and UConn Grade Differences

It is possible for the high school grade and UConn grade to differ. UConn ECE grades must follow the standards of the specific UConn department providing the credit. For example, the UConn grade may reflect how the University department weighs the mid-term and final exams as a percentage of a student's course grade, whereas the high school grading system may reflect different criteria for assessment. It is to everyone's advantage for such differences to be transparent.

If circumstances warrant two different grades for a student, the high school grade should appear on the high school transcript and the UConn grade should be entered into the University's [Student Administration System](#). The UConn grade will appear on a student's official UConn transcript, listed on the non-degree portion. For credit transfer purposes, all UConn ECE courses on a high school transcript must include a UConn designation.

Sequential Course Grading Policy

There are numerous courses in the UConn ECE course catalog that are considered sequential courses (i.e. the Fall semester course is a prerequisite for the Spring semester course). These courses appear in Chemistry, Chinese, German, Italian, Mathematics, Music, Physics, and Plant Sciences disciplines.

All final grades for sequential courses will be checked by the UConn ECE Program Office at the conclusion of each term. Students unable to pass the first course of the sequence with a grade of C or higher will be dropped by the UConn ECE Program Office from the second course of the sequence and refunded any paid course fees for the second course. For example, if a student receives a C- in Physics 1201Q, they are no longer eligible to take Physics 1202Q, since Physics 1201Q is a prerequisite for Physics 1202Q.

If a student has received a C- or below in the first course of a sequence but wishes to continue to the second course, the student must receive instructor consent and complete a Sequential Course Continuation Form. Students who receive an F are not eligible to complete this form. Sequential Course Continuation Forms must be submitted to the UConn ECE Program Office by **February 8**, or before the start of the second course in the sequence. A student approved to continue to the second course in a sequence will remain enrolled in the second course and all course fees must be paid. If the second course in a sequence is offered in a different academic year than the first course, the student will be approved to enroll during the next registration cycle. This replicates the University experience for non-degree students who need to consult with the instructor before registration of a course.

Repeating a Course

Any student who is registered for courses and who satisfies the requirements shall be allowed credit only once. The exception is CAMS3102 which may be repeated under different topics.

A student may repeat a course previously taken one time without seeking permission in order to earn a higher grade. When a student repeats a course, credit shall be allowed only once. Furthermore, in the computation of the grade point average, the registered credit and grade points for the most recent taking of the course shall be included in the GPA calculation. The registered credit and grade for the prior taking of the course shall remain on the transcript, but shall be removed from the GPA calculation. The student should note that repeating a course that was previously passed can have negative consequences. For example, if a student fails a class previously passed, the student would lose credit for the first, passed, attempt and not earn credit for the second, failed, attempt. Students considering repeating previously passed courses should consult the UConn ECE Assistant Director.

A student must have permission from the UConn ECE Assistant Director to repeat a course that is listed as a prerequisite or corequisite for any course that the student has passed. For example, a student who received a "D" in CHEM 1127Q and subsequently passed CHEM 1128Q may not retake CHEM 1127Q without permission.