

Grade Reporting

The following pages provide instructions on how to report midterm grades and final grades. Instructors are also required to report students who have stopped out via grade submission at either the midpoint or during final grade submission.

Grade Deadlines

Midterm grades for full term Fall/Spring courses must be issued **during the 8th week of classes**. Midterm grades do not appear on a transcript, nor are they calculated into GPA. Final grades are due within 3-business days from the end of the term.

Grade Entry

- Login to <https://login.southernct.edu>
- Click on Banner Web
- Select Faculty Services
- Click Term Selection (select the term for which you are entering grades)
- Click CRN Selection (select the class section from the drop down list)
- Click Midterm or Final Grades accordingly
- Submit a Midterm or Final Grade for every student on the roster
- If you are entering an 'F' for a student, please submit a Last Date of Attendance.
 - Note: Take care to enter in the correct format, as an incorrect format will prevent your grade roster from being saved/submitted.
- You may submit as often as you'd like while entering the roster. Each time you make a change and click submit, you will receive a confirmation in red letters, that all changes have been saved.
- To select another class, click the link at the bottom of the page: CRN Selection.

Special Circumstances

Late Withdrawal: If you have submitted a late withdrawal that has not yet been processed, please follow-up with your department chairperson immediately. Generally, these are processed within 1-business day of having been received in the Registrar's Office.

Incomplete: Entering an 'I' is only for those students whom you have communicated with; and have a plan for them to submit missing work. An Incomplete is not to be given to students who were attending but just disappeared. Please see the policy on Incompletes in the [university catalog](#)). If you are granting an Incomplete, you should advise the student that if this class is a

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prerequisite for a class in which s/he is registered for in a subsequent term, s/he may be dropped from that class. If you feel this is a special circumstance in which the student should be given a prerequisite override for the subsequent class, please address this with your department chairperson immediately to avoid a student being dropped and losing their seat.

Stopped Attending: Instructors are required to report students that have stopped attending via grade entry per U.S. Department of Education regulations.

- Students who have stopped out must be issued an 'FS' grade at either midterm or final grade reporting along with a reported last date of attendance for the course.
- Be sure to use the correct date format (mm/dd/yyyy).
- Please ignore the Attend Hours Field
- You will receive a verification that your changes have been saved or an error message will appear with an explanation.



Midterm Grades have Saved.

'FS' grade requires the date the student stopped participating to be recorded in the 'Last Attend Date' field.

Mid Term Grades

Record Number	Student Name ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
.	[REDACTED]		**Registered** Nov 22, 2016	FS			1



FS will not save if date is not entered as mm/dd/yyyy