

# Final Grade Submission Guidelines

Faculty submit final grades via [BannerWeb](#). If you have not used [BannerWeb](#), you may find these instructions helpful. Download [Help Sheet-Faculty Entering Final Grades](#).

The window for entering final grades electronically open for:

Fall Semester (Fourteen Week Courses)

Begins: 9:00 am on the day that Exams begin for fall 14 Week courses.

Ends: 8:30 am 3 days after Exams end (Example: Dec 13 for fall 2024 Fourteen week/full semester courses)

Spring Semester (Fourteen Week Courses)

- Begins: 9:00 am one week before final grades are due for spring 14 week courses.
- Ends: 8:30 am on Friday after Session Break

Spring Semester (Three Week Courses)

- Begins: 9:00 am on last day of Spring Three week courses.
- Ends: 8:30 am day before commencement.

## **GRADUATING SENIORS' GRADES ARE DUE:**

- Not Applicable to Fall semester

- Spring Three Week Courses – 8:30 am on Friday before Commencement

Summer School (1st 4 week courses)

- Begins: The last week of classes
- Ends: After 1st half of summer classes end

Summer School (2nd 4 week and 8 week courses)

- Begins: The last week of classes
- Ends: Noon on Wednesday after 2nd half of summer classes end

### **Why these Deadlines are Critical**

The faculty handbook states that, “Final grades must be carefully calculated and reported to the Registrar within forty-eight (48) hours after the final examination.

By missing these deadlines, faculty cause unnecessary work and confusion for many people. The Registrar’s office will process the grades immediately after the final deadline. Academic, financial, computational, and Student life processes depend on accurate and complete academic records and when these records are inaccurate or incomplete, these offices cannot effectively serve students.

**The Last date of attendance will be required for the final grades of F, NC (no credit), WF (withdraw failing) when final grades are entered into Banner.**

Use the “WN” grade to indicate that a student has NEVER attended a course. You may use this grade if, and only if, a student has never attended your course. If a student has come to your class once (or more), you may NOT give a “WN” grade. If a student has attended one class or more, this student should be given a standard letter grade.”W,

WP, WF”(withdrawal) – only recorded if a formal drop has been processed by the Registrar’s Office

- **Credit/no credit (CR/NC)** grade; CR – credit is defined as work of “C-” quality or better; NC – no credit is defined as work below “C-” quality.
- Students **auditing** a class “AU” (non-credit grade)-only recorded if an official audit registration has been processed by the Registrar’s Office.
- **Contracted Honors:** For faculty who agreed to contract a course as Contracted Honors, complete the [CONTRACTED HONORS COMPLETION Report](#) and return to the Registrar’s Office.
- **Departmental Honors:** As noted in the Guilford College Academic Catalog, some departments offer an honors option consisting of extensive reading, independent study, and perhaps a research paper, for seniors with a minimum 3.50 grade point average in their major. The honors study is usually evaluated in an oral examination. Three members of the faculty and a visiting examiner conduct the examination and it is open to all interested persons. Students successfully completing this program are awarded departmental honors at graduation. If your department has degree candidates that are to be awarded departmental honors, please complete the [Departmental Honors form](#) and submit to the Registrar’s Office. Your completed form should be submitted to the Registrar’s Office no later than the date final grades are due.

**Acceptable Grades:** Except for students needing a [provisional grade \(Guilford’s version of “Incomplete”\)](#), record a grade for every student in your class(es), including anyone that has stopped attending. NOTE: Provisional Grades may not be entered via [BannerWeb](#). They must be submitted electronically by using the [provisional grade request form](#). This form (not [BannerWeb](#)) is also used to submit the final grade once the student has completed their outstanding work.

As you post grades, please be sure that they are accurate. It is extremely important for instructors to submit accurate grades to minimize these end of semester problems.

Please use [BannerWeb](#) to view grades to be sure that they are the ones that you intend to submit. Grade changes may only be made under certain circumstances. Once grades are “rolled” by Banner so that students have access to them, no grade may be lowered. We understand that clerical and technical errors may occasionally occur; if you detect such an error, please discuss it with the Associate Academic Dean [Kathryn Shields](#), or Kristen McManus (x2151), as soon as possible.

### **Helpful Tips:**

1. There is a 20 minute security timeout within [BannerWeb](#) so you should click the submit button at least once during each 20 minute interval in which you are entering grades. It is probably best to have your grades computed and ready to be entered before you login to [BannerWeb](#). After you have finished entering all grades on [BannerWeb](#) please be certain that you click the submit button for those grades to be reported to the Registrar’s Office.
2. Please do not attempt to enter grades via [BannerWeb](#) between the hours of 2:30am and 4:00am. System backup is occurring during this time.