

Helpful Hints for Submitting Grades On-Line*

1. All students must receive a grade, even students who withdraw from classes. *(Note, the date that appears on the grade roll is the date the student dropped the class—you still have to enter the appropriate grade.)*
 - a. Students who withdraw before the mid-point of the semester may be given a **W or WF**; students who withdraw after the mid-point get a **WF** (note: students who withdraw after the mid-point should have an automatic WF on the grade roll).
 - i. The mid-point for a semester can be found on the GSU Homepage (>Calendars>Academic Calendar)
 1. The midpoint for summer semester 2009 is July 1 for 6- and 7-week classes.
 - b. If a student stopped coming to class after the mid-point but did not officially withdraw, a grade of **F** must be given.
 - c. Don't forget to submit grades for thesis, dissertation, research, and independent study courses.
2. After all grades have been recorded, click on the Submit button,** found at the bottom of the class roll. You will know if your grades were submitted if the words, "**The changes you made were saved successfully,**" appear on the first page of your grade roll.
 - a. Print out a hard copy for your files.
3. Grades must be submitted by the deadline (**The deadline for Maymester (3-week classes) is June 8 by 6 PM; the deadline for 6 and 7-week summer classes is August 5 by 6 PM**).
 - a. If grades are not submitted on time, the student will receive a "NR" (not reported) grade and you will have to complete a Change of Grade Request Form (form found on GoSOLAR for Faculty) to Grade Adjustment for each student in the class. The e-mail should be forwarded to your unit head for his/her approval.
 - i. Remember, if you are the unit head, you cannot approve the change as the professor and the department head—forward the e-mail to the Associate Dean for approval.
 - ii. The registrar's office will not accept an entire class roll in one e-mail; if you have 100 students in your class you have to prepare 100 e-mails to request a grade adjustment for each student.

*Consequences for students if faculty member does not submit grades on time:

- Students may not graduate
- Students may not be named to Dean's List or receive other academic honors
- Students may lose financial aid

Consequences for faculty, staff, and administrators:

- Lots of e-mails to send and approvals to obtain

**If you are having trouble submitting grades, contact bantrain@langate.gsu.edu (or type in bantrain in the address box in GroupWise) for assistance.