

December 2010 Grade Submission Strategy

- 1.) Continue to encourage timely grade submission for Non-Standard Classes that have completed. Deans Offices should regularly run the Grade Roster Status Report in order to ensure that NST classes are being graded on schedule
- 2.) This document should be sent to all Department Heads via each Dean's list-serve as soon as possible. Department Heads are strongly encouraged to ensure all faculty members have entered iSIS and retrieved a class roster in order to resolve access issues **before** finals begin.
- 3.) Department Offices should review the list of No Approved Grader and ensure that each class has a grader with APPROVED security.
- 4.) I/NR Grades Report will be distributed Tuesday, Nov 30 and is due back to the Registrar on Tuesday, Dec 14 Deadline is firm as it allows only 2 days processing time for the Registrar's Office. Use Letterhead to retain status.
- 5.) All faculty should strive to attend a Grade Training session. On-line training is available in iSIS Help to those who cannot attend in person.
- 6.) The Grade Rosters will be created beginning at 5:00pm on Friday, December 10. This allows any roster issues to be resolved before grade roster creation. Faculty should encourage students to review their enrollments and resolve issues by December 10 when the grade roster icon will appear in Faculty Self Svc.
- 7.) Grades must be given to all students on the grade roster or the faculty cannot submit the grades as Approved and they will remain in Review status. Remind everyone to save the roster in APPROVED status when done.
- 8.) K-State On Line users must submit the grades to iSIS by 4:00pm 12/21/10 and "Approve" in iSIS in order for them to be posted.
- 9.) Grade Roster Status Reports may be run by Deans Office daily from Dec 17-21. Colleges should remind faculty of the impending deadline.
- 10.) At 5:00pm December 21, 2010 a grade of NR will be electronically inserted into all blank grade slots and ALL Grade Rosters will be Posted. After posting of grades, the Academic Standing process will be run to assign Warning and Dismissal status to student records and to create the Dismissal Service Indicator (DIS). The warning/dismissal reports should be in the Academic Deans' Offices Report Repository the morning of Dec.22. Reinstatements due in RO by 5pm on January 6 before Spring classes of Dismissed students are dropped. <http://www.k-state.edu/isishelp/faculty/isisGradingInfo.html>