

Southwestern University Faculty Agreement for Electronic Grade Submission

Faculty Name – Printed. _____ Date: _____
(This form must be received 4 days prior to the grade due date, to allow authorization. Earlier is better)

I understand and agree to the procedure described below.

Faculty Signature: _____

Return signed form to Office of the Registrar, Prothro Ctr 100. Please keep a copy of this information (it is also on the Registrar's web page). 100% of continuing faculty are already authorized, and 98% have submitted grades online the last several semesters. One form creates permanent authorization.

Southwestern faculty may report final student grades via the *Grading Menu Option* in Advisor Web. (See www.southwestern.edu/academics/registrar/ for Screen Options Documentation. Web Advisor is accessed via the SU Portal, my.southwestern.edu, using the same password as SU e-mail. To participate, the instructor must be authorized for Web Advisor Grading (the purpose of this form). He/she should already be using Web Advisor to view class rosters.

Grades may be entered only by the instructor of the course. This may be done only after the instructor is authorized for Web Advisor grade entry, and after the course is finished.

Instructors agree to:

1. Enter the grades as soon as possible after the end of the class (72 hours after the final is desirable), and definitely by the deadline. From the grading menu option, click on FINAL GRADES and SELECT THE SECTION from the list.
2. Use SUBMIT to authorize immediate update of these final grades on official student records.
3. SUBMIT frequently to avoid "timing out" and losing your entered grades. Then use the back button and return to the grade roster to enter more grades.
4. After finishing and submitting, return to the grade roster and make sure all the grades are in.
5. Follow the basic rules of grade entry, including:
 - a. Enter a grade for each student listed (except when entering just senior grades).
 - b. Enter only a grade of AU for students registered as audit-only (as indicated to right of Credit Hours on the printed grade report form – this does not show on the WA grade entry screen).
 - c. Enter a grade of P only in the event that the student is registered on a P/D/F basis (to right of Credit on the printed grade report form – it does not show on the WA grade entry screen).
 - d. Know that letter grades of A+ through C- will convert to P for students registered P/D/F.
 - e. Use grades of I (incomplete due to emergency) or X (temporary inability to assign a grade when work has been completed, or possible honor code violation) only in accordance with their defined rules, and agree to submit the appropriate paper form to the Office of the Registrar (see www.southwestern.edu/academics/registrar/) by the deadline. Those forms are available as PDF files there. Sending fax to 512/863-1685 is fine.
 - f. Know **that no grade already entered** (existing W grade or one already updated via earlier SUBMIT) **may be modified via Web Advisor**. They may be changed (with signature) in the Office of the Registrar until the end of the grade collection process, or afterwards via the Change of Grade Form (Provost approval required). **Changing any previously entered grade causes all updates to fail.**
 - g. Ignore the expiration date field (just to the right of the grade column).

All Fall 2011 grades are due December 12, 2011. Due dates for Spring (May-August) 2012 Graduating Seniors, and Spring 2012 Others, are April 30, 2011 and May 7, 2011, respectively.