
GRADE ENTRY INSTRUCTIONS FOR SUMMER, 2005

TO: Department Chairs
FROM: Kris Berezansky, Registrar's Office

Please distribute the following information to the faculty members in your department. Documentation on entering final grades can be found at www.iup.edu/banner or for a copy of the document, contact me by phone at 7-4822 or by e-mail at kberezan@iup.edu.

Faculty will be able to enter grades for courses offered in the Summer, 2005 term from the time that the class ends through **10 A.M. ON TUESDAY, AUGUST 16, 2005. IT IS RECOMMENDED THAT THE GRADES BE SUBMITTED ON THE WEB (URSA) WITHIN FIVE DAYS FROM THE END OF THE CLASS.** Grades will be rolled to the students' permanent records every Wednesday afternoon through August 10 and one final time on Tuesday, August 16. Once the grades have been rolled, students will be able to view them on URSA.

Grades not submitted on the web (URSA) by 10 A.M. on TUESDAY, AUGUST 16 will be reported as late grades to the Provost's Office and to the appropriate dean's office.

Please be aware of the following considerations:

- **Only the primary instructor will be able to enter grades.** Additional instructors (if the course is team taught), secretaries, or other personnel will be unable to assign grades.
- **Thesis/dissertation, withdrawals, audits, and OLOC (other location) designations will be pre-entered by our office.** Once a thesis/dissertation is completed, grades should be submitted on a change of grade form.
- **Grades do not have to be entered during one session.** Instructors may log in any time before AUGUST 16 AT 10 A.M. to enter or change grades that have not been rolled. After they have been rolled, it will be necessary to submit a change of grade form.
- **There is a 30-minute time limit feature on the grade submission screen.** The user will be logged out after 30 minutes of inactivity. Click on the "Submit Grades" button periodically within the time limit to prevent loss of information.

If there is an instance where a student does not appear on a grade list, the possibility of adding the student can be discussed with the Dean's office. If approval is given by the Dean's office, the faculty member must send a memo requesting the student's addition to the course to Kris Berezansky, Office of the Registrar. Once this memo with the appropriate signatures is received, the course will be added upon verification of payment from the Accounts Receivable Office. This memo must include the following information:

- **the student's name and Banner ID number**
- **the course title, number, and section to be added**
- **the grade to be issued**
- **a signature from the dean (or designee) of the student's major** (if the student is a graduate student, the signature of the assistant dean of The Graduate School is required instead of the dean of the student's major)

If you have questions or need assistance, please contact me at 7-4822. We appreciate your cooperation and support in following and adhering to these deadlines.

- c: Mark J. Staszkiwicz, Provost and Vice President for Academic Affairs
Mark J. Piwinsky, Vice Provost, Academic Administration
College Deans and Associate/Assistant Deans
Robert J. Simon, Interim Registrar