

## Academic Support Services

### Grades (questions on how to input, when to access, change of grade request, etc.)

UG/GRAD:       Contact your Program Manager

Directions: The capacity to enter grades is available 7 days before the end of the semester, and 7 days after. After that time, the HS Portal closes and you must submit a grade change form for any student whose grades were not entered within the allocated time. If you made an error in entering the grades, you can go in to make those changes if it is still within the time frame when grades should be entered. If not, you must submit a grade change form to the program office with the updated information and they will have it signed off by your Department chair to be submitted to the registrar's office. Your program manager will copy you when this is done so that you're aware of the progress.

If the student has suffered any life circumstances that prevents them from completing their exams, the student must complete an **"INCOMPLETE"** form before the class ends – which is signed by both professor and student setting a time limit for the student to complete the work necessary to get the grade. This form must be submitted to the program manager so they know when to expect the final grade for the student. When the work is completed by the student – a grade change form must be completed with the student's final grade and submitted to the program office.