

## FINAL GRADE INFORMATION

Campus Connect – <http://cc.ivytech.edu>  
Hours of System Availability: DAILY FROM 5 A.M. – 10 P.M.

1. Choose the FACULTY SERVICES tab
2. Under this tab, select the link located in the ONLINE STUDENT & FACULTY SERVICES box that says “Faculty click here to....”
3. Under ONLINE FACULTY SERVICES click the sentence that beings “Post final grades...”
4. Click the FACULTY link.
5. Under GENERAL INFO, choose the SELECT TERM option and choose the appropriate term; click SUBMIT.
6. Under the FACULTY tab, select GRADE COURSES
7. Select Course; click SUBMIT
8. Grade Students, A, B, C, D, F or I (no pluses or minuses, please)
9. **Tab** to Last Date of Attendance box. Type in Last Day of Attendance for "F's" and "I's" in mmddyyyy format (ex. 05012007). **Do NOT click in the date boxes, you must TAB to each box.**
10. Click Submit (If you have multiple pages, click on link for next page of students. **Each page must be submitted.**)
11. After submitting, "Grade has been Posted" statement will be provided for each student graded.
12. Print Screens (**one-sided only**) from the website. Please do not cut/paste to another program.
13. Sign/Date Form.
14. **Send printed/signed grade roster to Registrar's Office**

Assign letter grades of A, B, C D, F, or I. DO NOT LEAVE ANYONE OUT, including non-attenders. If not withdrawn on these rosters, they MUST RECEIVE A GRADE. Do not assign any "W's". Web for Faculty grading will accept missing grades after submitting; however, all grades must be provided during each grading session.

**GRADE CHANGES** - Do not change a grade after submission. If a grade change is required, please visit <http://www.ivytech.edu/richmond/hr/faculty> and download the Change of Grade form, complete, and send to the Registrar's Office to be processed.

**Assigning "I" for Incomplete** - It is expected that required work be completed by the end of each semester. However, at the discretion of the instructor, an "I" designation may be given, in cases of illness or a cause judged unavoidable. The student must request the incomplete from the instructor, be actively pursuing the course, be passing, and have remaining a small amount of work, such as a final exam, a paper, or a term project which may be completed with further class attendance. **An Incomplete Authorization Form must be submitted** by the instructor. To obtain the form, visit <http://www.ivytech.edu/richmond/hr/faculty>.

The student must meet with the instructor and make arrangements to complete course requirements within a specified time period not to exceed 30 days beyond the start of the following term. The instructor must submit the grade within 31 calendar days after the beginning of the term following the term in which the "I" designation is received. The College will change the "I" designation to a grade of "F" if a grade is not assigned within the specified time period. Petitions for extension (not to exceed one year) may be granted due to extenuating circumstances, if a written request is submitted to and approved by the faculty member, program chair and the Chief Academic Office.

Students who informed you that they were withdrawing from a course and did not do so via the Registrar's Office should still receive a grade. Please contact the Registrar's Office if you have questions about a specific student, or if you feel that your roster contains an error. **The Registrar's Office will accept faxed Grade Rosters only if followed up by the mailed original. The fax number is 765-962-5054. The Registrar's Office will not accept e-mail Grade Rosters.** Thank you in advance for your cooperation!

REVISED DECEMBER 2006