Reporting Your Final Grades-FAQs

1. When will I be able to view my final grade rolls?
   Final grade rolls will be made available on Self Service Carolina 2-3 business days before the last day of class for the course.

2. When are my final grades due?
   Final grades are due no later than 72 hours after the date of the final examination for the course. Grades turned in late may affect a student’s academic standing (probation/suspension), honors, eligibility for financial aid, or ability to graduate.

3. When will the final grade appear on the student’s record?
   Final grades are rolled (updated) to the student’s academic record daily at 8:00am, 12noon, 5:00pm (EST.) and 12am midnight.

4. What grade should be assigned for a student attending my class but not on the final grade roll?
   The student may not be officially registered in your course section. The student must complete a Request for Current Term Exception/AS-199 Late Registration form, signed by you and the student’s academic dean to be registered in your class. You may submit the grade the student earned in your class using a Grade Roll Discrepancy form (AS-181). (Note: Contact your Department Administrative Assistant for the password to the secured forms page). Once the student has been registered and has paid any fees, the final grade will be posted.

5. What grade should be assigned for a student whom appears on the final grade roll but has never attended my class?
   You may submit a grade of ‘FN’ or ‘UN’ (if pass/fail or thesis course) for non-attendance. This grade calculates as an ‘F’ in the GPA calculation. If the student never attended the course, enter the first day of class in the Last Date of Attendance field (MM/DD/YYYY). If the student is attending another section of this course, he/she will have to complete a Request for Current Term Exception/AS-199 Late Registration form to be registered in the correct section. If the student never attended, he/she is also responsible for contacting their academic dean regarding the status of the course.

6. A student was given two extra days to complete the final exam, what grade should I enter?
   You should submit a grade of ‘NR’ (temporary grade) if the final grade is not available at the time you submitted final grades for the class. You should submit the final letter grade to replace the ‘NR’ as soon as possible using the Grade Roll Discrepancy form (AS-181). (Note: Contact your Department Administrative Assistant for the password to the secured forms page). A grade of ‘I’ incomplete should not be assigned in this case.
7. **A student appears on my final grade roll with a ‘W’ grade, but the student is still attending my class, and the option to assign a final grade is not available for this student. How can I submit the final grade?**

You should submit the final grade for this student using the **Grade Roll Discrepancy form (AS-181)**. (Note: Contact your **Department Administrative Assistant** for the password to the secured forms page). **You should not use Change of Grade form.**

8. **How do I change a final grade after the grade submission deadlines?**

Following the grade submission deadline for each term, grades are 'rolled' to academic history and are applied to the student’s academic record. Once grades have been rolled, grade changes must be processed through the Office of the Registrar using a **Change of Grade Form**.

9. **I submitted a grade change for a student in my class but the corrected grade does not appear on my class roster, why?**

Grade changes are not reflected on the class roster/roll or the final grade submission page in Self Service Carolina (https://my.sc.edu). Grade changes can only be viewed on the student’s academic transcript.

10. **I left a grade blank for a student, what will post on the student’s academic record?**

If an instructor does not enter a grade for a student before the grade entry deadline, the Office of the Registrar will post a grade of ‘NR’ for Not Reported. Instructors will then be required to complete a **Grade Roll Discrepancy form (AS-181)** to submit the final assigned grade for the student. The ‘NR’ grade will convert to an ‘F’ after one major Fall or Spring semester if no final letter grade is assigned.

11. **A student whom appears on the final grade roll but has stopped attending my class, what grade should I assign?**

You may assign a grade of ‘FN’ or ‘UN’ (if pass/fail or thesis course) for non-attendance. This grade calculates as an ‘F’ in the GPA calculation. Enter the last date the student attended your class in the **Last Attended Date** field (MM/DD/YYYY). The last attendance date entered must fall within the scheduled meeting dates of the term for the class (This is a date between the first and last date of class for the term.).

12. **When can I assign a grade of ‘I’ Incomplete?**

You may assign an 'I' (Incomplete) grade if a student is unable to complete some portion of the assigned course work because of an **unanticipated illness, accident, work-related responsibility, family hardship, or verified learning disability.** An Incomplete grade is **not** intended to give students additional time complete course assignments or extra credit unless there is indication that the specified circumstances prevented the student from completing course assignments on time. You will be required to complete an **Assignment of Incomplete Grade form (AS-5)**. This form is available on the Registrar’s website at [http://registrar.sc.edu/html/forms/forms.stm](http://registrar.sc.edu/html/forms/forms.stm).
13. **How long is an 'I' incomplete grade valid?**

   The student has **up to 12 months** to complete the work. After that time, an 'I' grade automatically converts to either an 'F' or the backup grade you assigned on the form.  *(Note: An Incomplete grade will not convert to 'F' before one year unless you request the change on an Extension of Make-up Period for Undergraduate Incomplete Grade (AS-201) or An Extension of Incomplete Time (GS47) form for graduate students or by a signed memo.)*

14. **What if a student needs more than one year to complete the work for the 'Incomplete' grade?**

   An extension to an 'Incomplete' will need to be requested by the instructor and given a new date for completion.

   - **Undergraduate Students:** An Extension of Make-up Period for Undergraduate Incomplete Grade form (AS-201) should be completed by the instructor and sent directly to the Registrar's Office.

   - **Graduate Students:** An Extension of Incomplete Time form (GS47) should be completed by the instructor and submitted to the Graduate School for approval. When approved, the Graduate School will forward it to the Registrar's Office. This form may be obtained from the Graduate School.

15. **How do I report a grade to replace an 'I' incomplete grade?**

   The grade can be reported on a Makeup Grade-Incomplete form (AS-68) and it should be submitted to the Registrar's Office. If no form is available, a memo on Department letterhead signed by the instructor will be accepted. A Grade Roll Discrepancy form should not be used to report a make-up for incomplete grade. Forms may be obtained from either the Departments' Grading Coordinator or by contacting the Registrar's Office at 7-5555.

16. **How do I assign a grade of Audit for a student?**

   When students register as audit for a course, the grade AUD will automatically appear on the academic record. You will not need to enter a final grade. If the student has not attended the required 75 percent of the class, notify the Registrar's office using a Grade Roll Discrepancy form (AS-181). *(Note: Contact your Department Administrative Assistant for the password to the secured forms page).*

17. **What does a grade with the symbol '_HE' mean?**

   Grades designed with the grade symbol '_HE' should be assigned for students registered for Senior Privilege.
18. **A student stopped attending my class and was planning to withdraw. The student is on the grade roll. Can I assign a 'W'?**

Instructors **cannot** assign a grade of ‘W’ or ‘WF’ for withdraw. Students must withdraw online using Self Service Carolina before the last day of class. A withdrawal has to be approved by the student’s academic dean (Graduate School for graduate students) after the term has ended. You should assign a grade of ‘FN’ or ‘UN’ (for pass/fail or thesis course) for non-attendance that will calculate as and ‘F’, or a grade of 'NR' (No Report) for this student. If the student does not withdraw after the 'NR' is posted, the 'NR' will convert to an 'F' after one major Fall or Spring semester.

19. **A student no longer appears on my Summary Class Roll, how can I tell if the student has withdrawn?**

Students who withdraw during the ‘W’ or ‘WF’ period will not appear on your Summary Class Roll. Once the final grade roll is available, withdrawn students will appear on your Final Grade roll with the ‘W’ or ‘WF’ final grade. From the ‘Student Information Menu’, you may select the ‘ID Selection’ option to search using the student’s name or ID and then select ‘Registration History’ to view the student’s status in your class.

20. **How do I access Grading Forms?**

   - **Note:** Contact your [Department Administrative Assistant](mailto:Contact%20your%20Department%20Administrative%20Assistant) for the password to the secured forms page. Columbia Graduate School Forms: [http://gradschool.sc.edu/forms/](http://gradschool.sc.edu/forms/)

**For campus specific forms, contact your campus registrar/records office.**