

Grading Guide for Faculty/Staff

Submitting Grades with WarriorWeb

1. Access WarriorWeb at <https://warriorweb.lcsc.edu> and log-in to 'WarriorWeb for Faculty.'
2. Access the '[Submit grades](#)' link.
3. Using the drop down box, select the appropriate term and click 'Submit.'
4. Using the drop down box, select 'Midterm' or 'Final' grading and click 'Submit.'
5. Select the course you want to grade by clicking the box to the far left of the course and then 'Submit.'
6. Type the grades in the 'Grade' box to the right of each name on the roster. Grades are not case sensitive. Only use expiration dates for Incomplete grades ('I').
7. For security purposes, WarriorWeb has a time out feature. For very large courses, it is suggested that you submit grades in small batches every 10 minutes.
8. Once you have entered grades for all of your students, click 'Submit.'
9. You can see/print the grades you've submitted by using the '[View grades](#)' link at any time. If the grades appear on the 'View grades' link, they have been submitted correctly. You must do this before exiting WarriorWeb to confirm that your grades have been entered.
10. Please e-mail our office at registrar@lcsc.edu if there are discrepancies on your grade roster.

Grade Changes

Grade changes must be submitted by the instructor of the course to the Registrar's Office using the Grade Change Form on WarriorWeb. Grade changes can happen at any time. Once the new grade is changed by the Registrar's Office staff, the student can view his or her grade on WarriorWeb. The Registrar's Office also sends notices to students via their LCMail account notifying them when grade changes have been processed.

Mid-term Grading

Mid-term grades are required for full-term (16-week) academic courses numbered 1 - 299.

Any appropriate grade may be submitted regardless of final grading set-up (pass/fail mid-term grades may be submitted for "letter" graded courses and vice versa).

Midterm grades are not calculated in the GPA, nor do they appear on the transcript. However, students and advisors can access these grades on-line.

Incomplete Grades

An 'I' grade indicates that the coursework is satisfactory but has not been completed by the end of the term. The grade and completion date are given at the discretion of the instructor (with the completion date no longer than one semester). All 'I' grades automatically expire to 'F's if the completion date is not met - unless otherwise noted by the instructor. Students are notified of this, just as they are for grade changes. Make certain that a past year is not used as an expiration date when

assigning 'I' grades. Students who earn an Incomplete in their final semester before graduating have six weeks to complete their coursework and receive a final letter grade.

Withdrawal Grades

A grade of 'W' is given when a student *officially* withdraws from a class after the fifth day of the term. The grade is recorded on the official transcript but, because it has no grade points, the 'W' notation does not negatively impact the GPA (although it could affect Financial Aid SAP). Instructors cannot assign a grade of 'W' to a student – even if the student has never attended class.

Pass/Fail Grades

Courses graded with the Pass/Fail option receiving a 'P' grade are not included in the calculation of the term or cumulative GPA and do not count for term (Dean and President's lists) or graduation honors. Courses graded with the Pass/Fail option receiving an 'F' grade are included in the calculation of the term and cumulative GPA and do count for term and graduation honors. As such, when calculating the GPA, all 'P' or 'S' grades must be removed from the credit total.

Grading System

Grade	Points	Status
A	4.0	Distinguished
A-	3.67	Distinguished
B+	3.33	Superior
B	3.0	Superior
B-	2.67	Average
C+	2.33	Average
C	2.0	Average
C-	1.67	Below average
D+	1.33	Below average
D	1.0	Below average
F	0.0	Failing
*Grade	0.0	Same statuses as above (remedial courses only)
P	N/A	Passing
S	N/A	Satisfactory/passing
U	N/A	Unsatisfactory/failing
I	N/A	Incomplete
NC	N/A	No credit
AU	N/A	Audited course

Scholastic Honors

Term Honors

Dean's List - Based on semester GPA of 3.25 - 3.749 while carrying a minimum of 12 semester college level (numbered 100 or above) credits on the A/F grading system.

President's List - Based on semester GPA of 3.75 or above while carrying a minimum of 12 semester college level (numbered 100 or above) credits on the A/F grading system.

Graduation Honors

Graduation honors are calculated using all credits earned (both LCSC credits and all transfer credits). “Walking” honors (for May commencement) will be calculated using all credits earned by the fall semester prior to graduation. “Final” honors are the honors listed on the official student transcript/diploma and are calculated using all credits earned to the date of completion.

Baccalaureate Degree Graduates

All honors are based on a minimum cumulative LCSC GPA as follows:

Cum laude – 3.7

Magna cum laude – 3.8

Summa cum laude – 3.9

Presidential Honors (Associate Degrees only) – 3.75

Presidential honors are posted to the transcript but not the diploma.