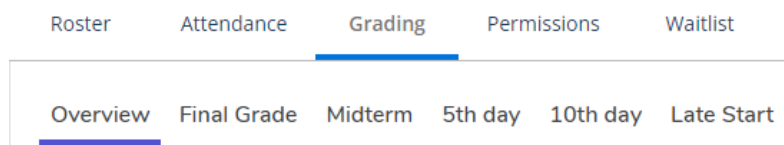


## Grading Guide for Faculty/Staff

### Submitting Grades

1. Log in to **WarriorWeb**. Click on **Faculty** in the bottom right corner.
2. Under Faculty Overview, select a section.
  - a. You can also navigate to Menu > Daily Work > Faculty > Faculty Overview
3. In the Section Details screen, navigate to the Grading tab, bringing you to Grading Overview.



4. Navigate to the necessary tab (Midterm, Final)
5. Using the drop-down for each student, select their grade.
  - a. If submitting an Incomplete ('I'), an expiration date is required no later than the following **full term**. Please see the Incomplete Grades section for additional information.

Student Name	Student ID	Final Grade	Expiration Date
		I	M/d/yyyy

Expiration date is required

6. **There is no "Submit" button. The grade will auto-save after each student.**
7. You may view the grades you've submitted by using the Grading Overview of each section.
8. Please e-mail our office at registrar@lcsc.edu if there are discrepancies on your grade roster.

### Grade Changes

Grade changes must be submitted using the Grade Change Form on the **Registrar's Office Website**. Grade changes will be accepted up to one year after the course term. Once the new grade is changed, the student may view her or his 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. Midterm grades are not calculated in the GPA, nor do they appear on the transcript. However, students and advisors may access these grades on-line.

## **Incomplete Grades**

An 'I' grade indicates that 80% of the coursework is completed, but not all requirements have been met by the end of the term. Students must request an incomplete grade after discussion with the instructor. Instructors may submit an Incomplete with an expiration date no later than the following **full term**. All 'I' grades automatically expire to 'F's if the completion date is not met. Students are notified of this, just as they are for grade changes. Students who earn an Incomplete in their final semester before graduating have 60 days to complete their coursework and receive a final letter grade.

## **Pass/Fail Grades**

Courses graded as "Pass/P" 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 as "Fail/F" **are** included in the calculation of the term and cumulative GPA and do count toward term and graduation honors.

## **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	Grades preceded with an asterisk = remedial courses only
P	N/A	Passing
I	N/A	Incomplete
AU	N/A	Audited course