

Electronic Grade Forms Instructions

1. Begin at Webster's Home Page (www.webster.edu (Link opens in a new window))
2. Log into your Connections Account
3. Click on the **Faculty** tab
4. Click on **Faculty Grade Forms**



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Staff Tab

Faculty/Staff Academic Services



Faculty/Staff Info:

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Click Faculty Grade
Forms to choose course

Please visit the following site for more inforr
New!!! You can now print your class lists, fac
Please be available during your advising hor
WARNING: This is a **restricted** access area

Current Option Settings

Program	Session	Year
UNDG	SP	2017

Set Options

5. Set options for Session and Year. Please note it is possible to access past courses, not just the current term!
6. Choose the course for which you would like to assign a student a Change of Grade or Incomplete. **Please note that an Incomplete Grade Form must be accompanied by a Change of Grade Form assigning the student a grade of Incomplete.**

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Current Option Settings

Program	Session	Year
UNDG	FA	2016

Fall Semester 2016												
Crs Sec	Title	IM	Max Reg	Reg	Camp	Bldg	Room	Days	Beg	End	Term	
ECON 2030 51	Principles of Macroeconomics	LC	25	11	VIEN	Vienna, Austria	--T-R--	9:00a 10:30a	08/22/2016	12/09/2016	FA	<input type="button" value="Select Course"/>
ECON 3100 50	Issues in Economics	LC	25	16	VIEN	Vienna, Austria	-M-W---	8:30a 10:30a	08/22/2016	10/14/2016	F1	<input type="button" value="Select Course"/>
FRSH 1200 52	First Year Seminar	LC	15	14	VIEN	Vienna, Austria	-M-W---	11:30a 1:00p	08/22/2016	12/09/2016	FA	<input type="button" value="Select Course"/>
HRTS 1100 52	Introduction to Human Rights	LC	25	23	VIEN	Vienna, Austria	--T-R--	11:00a 1:00p	10/24/2016	12/16/2016	F2	<input type="button" value="Select Course"/>
HRTS 1100 53	Introduction to Human Rights	LC	25	24	VIEN	Vienna, Austria	--T-R--	2:00p 4:00p	10/24/2016	12/16/2016	F2	<input type="button" value="Select Course"/>
PSYC 3000 50	Topics in Psychology	LC	25	12	VIEN	Vienna, Austria	-M-W---	8:30a 10:30a	08/22/2016	10/14/2016	F1	<input type="button" value="Select Course"/>

Select course here



See submitted Incomplete Grade Forms here



Submitted Incomplete Grade Forms										
Student Name	Student ID	Course/Section	Year	Session	Term	Catalog	Campus	Deadline	Add date	
[Redacted]	[Redacted]	[Redacted]	2016	FA	FA	UG16	VIEN	02/10/2017	01/18/2017	<input type="button" value="VIEW Incomplete Grade Form"/>

See submitted Change of Grade Forms here



Submitted Change of Grade Forms (forms submitted without an Incomplete Grade From)									
Student Name	Student ID	Course/Section	Session	Term	Catalog	Site	Previous Grade (Grade from CX)	New Grade	Add date
[Redacted]	[Redacted]	[Redacted]	FA	FA	UG16	WEBU IP		A-	01/18/2017

7. A complete class list will appear. Next to each student name there will be the option to select either the Change of Grade form or the Incomplete Grade Report. Please select which corresponding form you would like to use for the student.
8. The system automatically fills out the most relevant data for the student/course: Student name, ID number, Course name, section, credit hours, etc.
 - o The Change of Grade form looks like:

Webster University - CHANGE OF GRADE FORM Schoellhammer, Ralph Gert

CHANGE OF GRADE FORM
OFFICE OF THE REGISTRAR

SITE: WEBU

Change of grade is requested for: [Redacted] Student ID: [Redacted]

Term: SP Course: [Redacted] Section Number: [Redacted] Credit Hours: 3

Previous Grade: IP New Grade:

Instructor's Name: [Redacted] Date: 02-13-2017

- Please select this checkbox. By selecting the 'I Accept' checkbox, you are signing this form electronically. You agree your electronic signature is the legal equivalent of your manual signature on this form.

[Back to My Courses List](#)

- The Incomplete Grade Form looks like:

INCOMPLETE GRADE REPORT

Policy: A grade of Incomplete ('I') may be assigned by the instructor in situations where the student has satisfactorily completed major components of the course and has the ability to finish the remaining work without re-enrolling. (Access the full policies via the appropriate catalog – Undergraduate catalog: <http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading>; Graduate catalog: <http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#gradingsystem>)

Guidelines: Normally, the time extension should be limited to the time needed to complete the work, generally a few weeks. Under no circumstances may the deadline exceed two terms. Faculty are urged to establish an appropriate completion deadline and to consider that a grade of Incomplete could impact a student's degree completion.

Student: Student ID: Campus: Course:

Section Number: Session: Term:

Catalog: Year:

The above named student must complete the following requirements in order to successfully complete the course*:

Deadline for Submission of Assignments to the Faculty Member*: *Format: MM-DD-YYYY*

WorldClassRoom (Canvas) Access Required for the Student for This Course*: Yes No

Library Access Required for the Student for This Course*: Yes No

Date Registrar's Office will Change Grade to Alternate Grade*: *Format: MM-DD-YYYY*

Reminder: Grades must be changed within two terms of the course end date and prior to the student's graduation date. If this date field is left blank, the grade will be changed following two terms.

ALTERNATE GRADE*: If this additional work is not successfully completed, as outlined above, the student should be issued a final grade of:

Instructor's Name: Date:

NOTE - Student Success Portal:
Please document these details and any subsequent updates related to this Incomplete via the **Note** option in the [Student Success Portal](#), powered by Starfish. If you are extending the deadline for the student's Incomplete grade, please also email registraroffice@webster.edu, olc@webster.edu, and circ@webster.edu to ensure that the student's access remains active and that the extended deadline is noted.

Non-resolution of Incomplete Grades:
After two terms, any remaining I grades will be converted to a failing grade (ZF), unless the professor has processed a Change of Grade form assigning a correct earned grade. It should be noted that ZF grades are considered deficient grades, will impact a student's GPA calculation, and may lead to academic probation or dismissal.

NOTE: fields marked with an asterisk (*) are required

- Please select this checkbox. By selecting the 'I Accept' checkbox, you are signing this form electronically. You agree your electronic signature is the legal equivalent of your manual signature on this form.

9. Once the form has been added and submitted, you will receive an email with a PDF of the form. **Please forward this PDF form to Academic Services Office (Maida.Kojic-McAndrew@webster.ac.at) for filing.**