TO: All Full-Time and Adjunct Faculty Members

FROM: Christian Bester, University Registrar

PLEASE NOTE THAT THESE INSTRUCTIONS DO NOT APPLY TO LAW SCHOOL FACULTY

With the end of the semester approaching, we want to thank you for all your work for our students and the University. Below, please find important information regarding the submission of final grades.

Submission of Final Grades in Pace Portal:

- Grades for graduating seniors are due by **December 19, 2024.**
- Grades for all other students are due by **December 24, 2024.**

Failure to submit grades on time often results in severe consequences for students. It negatively impacts student transcripts, graduation eligibility, financial aid, New York State TAP eligibility, tuition reimbursement, employability, and enrollment verification with the U.S. Department of Education (for student loan borrowers), which creates audit issues for the University.

Please review the following information carefully. **A grade must be entered for every student**. An appropriate grade exists for every situation. *Please fill in all grades*.

Very Important:" I-F" vs." I" grades:

Stopped Attending vs. Incomplete

I-F: If a student *stops attending* at any point in the semester, they should receive an **I-F grade**. *This grade must be assigned and include a confirmed last attendance date*. The **Last Attendance Date** would be the date of the last **academically-related activity**; definitions include but are not limited to the following:

- The last date that an instructor can recall, or has records of, the student participating in the class (physically and/or online)
- Communications (physically and/or online) occurred between the student and instructor that were directly related to the course in question
- Physically attending a class with direct interaction
- Academic assignment submission
- Taking an exam, interactive tutorial, or a computer-based instruction
- Attending a school-assigned study group

I: This is a _temporary_ grade. If a student has **not completed all course requirements and has made specific arrangements with the instructor,** they should receive a **"I"** grade. The student will have six weeks to complete the remaining requirements before the grade is changed automatically to a grade of "F" Fail at 5pm on **Tuesday, January 28, 2025**. This arrangement should be mutually agreed upon with the student.

Incomplete Grades can be changed up to six weeks after the end of the term by using the [Change of Grade & Incomplete Grade Submission form](#).

Never Attended, Withdrawn, Pass/Fail, "K" grades, and Audits:

For a student who has never attended:

- Students that have **never attended** should have been reported during the Enrollment Verification process. If you have a student who never attended and was not reported during Enrollment Verification, please submit the [Enrollment Verification Correction Form.](#)

For a student who has withdrawn:

- Students who have **officially withdrawn** from the university or a particular class have already been assigned a grade of "W" in the system. No further action on the instructor's part is required if the student is assigned a W.

Why do some students only have a "P" Pass or "F" Fail available?

- Students who have appropriately filed a _"Request for Course to be Graded as Pass/Fail"_ form should only be given a grade of either "P" Pass or "F" Fail.

What is a "K" Pending grade, and how should it be used?

- **K**: This is a _temporary_ grade. **_In specific courses (usually courses that continue the following semester) or in special circumstances, with the permission of the assistant/associate dean, a grade of K (pending) may be assigned. This extension may not exceed one year from the end of the semester in which the K grade is assigned._**

- This grade must be changed to the appropriate letter grade (using the [Change of Grade & Incomplete Grade Submission form](#)) within one year from the end of the semester in which the "K" Pending grade was assigned, or it will be treated as a missing grade. (The missing grade should automatically change to an F grade, same procedure as I to an F grade.)

Why do some students already have an "AUD" Audit grade?
- Students who audit courses will automatically be assigned a grade of "AUD" in the system. No further action on the part of the instructor is required.

How do I submit my grades?

1. Login to the [Pace Portal](#) using your Pace Username and Password.
2. Click the Faculty Tab on the left, then click "Submit Grades".
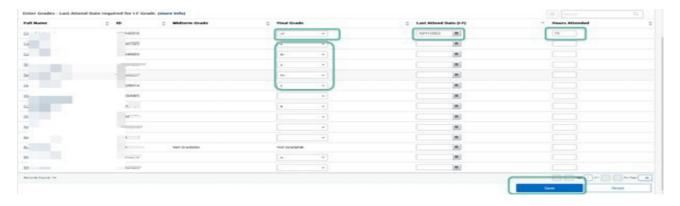3. From the Faculty Services menu, click the link "Enter Final Grades". Select the appropriate Term and Course.

My Courses: This lists all of your courses and it can be sorted by different parameters, including past terms.
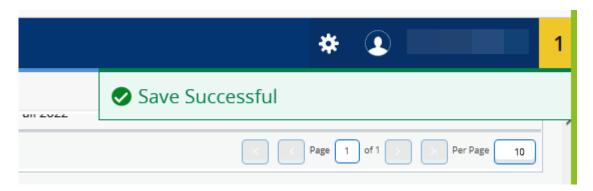

Enter Grades:

Use the dropdown boxes for Grade Entry. Include the **Last Attended Date** and **Hours Attended** (if required). When done, be sure to click the "**Save**" button."

IN-PROGRESS Grading Status: come back and finish at another time.

PLEASE NOTE: Faculty must click the **SAVE** button at the bottom of the Final Enter Grades screen to save their grades. Look for the "Save Successful" message on the upper right corner of the screen:

If you have any questions or need assistance from the Office of the Registrar, don't hesitate to get in touch with Christian Bester (cbester@pace.edu), Margaret Jones (mjones@pace.edu), Brenda Smith (bsmith@pace.edu), Pedro Figueroa (pfigueroa@pace.edu), Barbara McCarthy (bmccarthy@pace.edu), Maria R. Ortiz (mortiz@pace.edu), and Vicki Williams (vwilliams@pace.edu).