



TO: All Full-Time and Adjunct Faculty Members
FROM: Krystal Cortez Bates, Interim University Registrar

PLEASE NOTE THAT THESE INSTRUCTIONS DO NOT APPLY TO HAUB 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.

Deadlines for Submission of Spring 2025 Final Grades:

- Grades for **graduating seniors** are due by **Wednesday, May 14, 2025**.
- Grades for all other students are due by **Monday, May 19, 2025**.

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 currently listed on your course roster.** 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 student's 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 **Monday, June 23, 2025**. *This arrangement should be mutually agreed upon and confirmed with the student prior to awarding the “I” grade.*

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 who have ***never attended*** should have been reported as non-attending 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 a class have already been assigned a grade of “W”. 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 as a final grade?

Students who have filed an approved “*Request for Course to be Graded as Pass/Fail*” form can only be awarded a final grade of either “P” Pass or “F” Fail.

What is a “K” Pending grade, and how can it be used?

K: This is a *temporary* grade **for use only in specific courses (generally courses that extend into the following semester) or in special circumstances, with the permission of the assistant/associate dean, a grade of K (pending) may be assigned. *The extension to submit a final grade may not exceed one year from the end of the semester in which the K grade is assigned.***

The “K” grade must be changed to a final 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 will 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 are automatically assigned a grade of “AUD”. 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. From the **Faculty Home** menu, click the “**Submit Grades**” box, the first of several along the top of the Faculty Home page in Portal.
3. From the **Faculty Services** menu, click the link “**Enter Final Grades**” which will bring you to the **Faculty Grade Entry** screen.
4. Select the “**Final Grades**” tab to access course rosters for the current semester and submit final grades (see more detailed information and screenshots below).

Faculty Grade Entry – Final Grades:

My Courses: This lists all of your courses, displaying “Grading Status”, and can be sorted by different parameters, including for the current term.

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	BIO - Biology	152	100	Anatomy and Physiology I	202470 - Fall 2024	70148
Not Started	BIO - Biology	123	109	Biology & Contemporary Society	202470 - Fall 2024	71289

Enter Final Grades:

Click on the course/CRN from the “My Courses” list whose “Grading Status” is open to enter final grades. The course roster will be displayed for the course/CRN selected; use the dropdown boxes to select and enter each student’s grade*.

*Be sure to enter the **Last Attended Date** and **Hours Attended** *if required by the grade you are assigning, i.e., an “I-F” grade.*

Enter Grades - Last Attend Date required for I-F Grade (more info)

Full Name	ID	Midterm Grade	Final Grade	Last Attend Date (I-F)	Hours Attended
[REDACTED]	[REDACTED]		[]	[]	[]
[REDACTED]	[REDACTED]		[]	[]	[]
[REDACTED]	[REDACTED]		[]	[]	[]
[REDACTED]	[REDACTED]		[]	[]	[]
[REDACTED]	[REDACTED]		[]	[]	[]
[REDACTED]	[REDACTED]		[]	[]	[]
[REDACTED]	[REDACTED]		[]	[]	[]

When done, be sure to click the **“Save”** button.

Enter Grades - Last Attend Date required for I-F Grade (more info)

Full Name	ID	Midterm Grade	Final Grade	Last Attend Date (I-F)	Hours Attended	Narrative Grade Comment
[REDACTED]	[REDACTED]		I-F	11/08/2024	10	
[REDACTED]	[REDACTED]		B	[]	[]	
[REDACTED]	[REDACTED]		A	[]	[]	
[REDACTED]	[REDACTED]		B	[]	[]	
[REDACTED]	[REDACTED]		C	[]	[]	
[REDACTED]	[REDACTED]		B	[]	[]	
[REDACTED]	[REDACTED]		D	[]	[]	
[REDACTED]	[REDACTED]		A	[]	[]	
[REDACTED]	[REDACTED]		B	[]	[]	

Records Found: 20

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Save Reset

PLEASE NOTE: Faculty must click the **SAVE** button at the bottom of the Enter Grades screen to save the grades entered. Look for the **“Save Successful”** message on the upper right corner of the screen to confirm your grade entries have been saved:

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✔ Save Successful

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If you have any questions or need assistance from the Office of the Registrar, please don't hesitate to contact Krystal Coretz Bates (kcortezbates_tmp@pace.edu), Margaret Jones (mjones@pace.edu), Jennifer Talbot (jtalbot@pace.edu), or Brenda Smith (bsmith@pace.edu).