

Submitting Final Course Grades

[Guide for Submitting Grades via MyCoast](#)


[Guide for Submitting Grades via Canvas](#) (created by the Instructional Innovation Center)

Please check MyCoast, Pete's Points, and your CCCD email for important information pertaining to Grade submission due dates. Due to new Federal Financial Aid regulations, it is imperative that you submit your grades on or before the due date in order avoid financial sanctions against the College. OCC is a top transfer College in CA, and we have multitudes of students that need transcripts sent to 4-year Colleges and Universities by stated deadlines. Your assistance is greatly appreciated. Please understand that transcripts cannot be generated or sent to universities until **all grades from all faculty members are submitted.**

Option 1: MyCoast Faculty Grade Assignment:

If you maintain your grades on paper or via your own grade program or spreadsheet, the easiest way to submit them is through the Faculty Grade Assignment on the Faculty tab on MyCoast. Once you have calculated your students' final grades, click on the Course Title to launch the online grade entry roster.

1. The Yellow Caution Sign indicates that grades are missing for this course

Faculty Grade Assignment							
							Preferences
Grade Status							
Final Grades							
Status	Course Title	Dept	CSN	Term	CRN	Session	Enrolled
	Prin of Human Sexuality 1	PSYC	C165	Fall 2022	24223	015	21

2. When grades are entered and saved the Green Check Mark indicates the grades entered were saved. This does not indicate that all grades have been submitted.

Final Grades

Enter the final course grade for the course. Enter the attendance date and hours ONLY if you were notified that the course is on positive attendance.


Course Information

[Prin of Human Sexuality 1 - PSYC C165 015](#)


CRN: 24223

Students Registered: 21

 Please submit the grades often. There is a 60 minute time limit starting at 05:03 pm on Nov 09, 2022 for this page.

 The changes you made were saved successfully.

3. The Pencil/Pad symbol below indicates all grades are entered

Faculty Grade Assignment							
							Preferences
Grade Status							
Final Grades							
Status	Course Title	Dept	CSN	Term	CRN	Session	Enrolled
	Prin of Human Sexuality 1	PSYC	C165	Fall 2022	24223	015	21

Option 2- Entering Grades on MyCoast:

Sometimes the links that allow you to see your rosters and submit grades do not function properly. The following instructions offer a work-around for how to submit your grades, should this occur.

1. Go to MyCoast and click on the Employee tab
2. Click on Banner Self Service
3. Click on Faculty and Advisors
4. Click on Final Grades
5. Select and choose the correct term and click Submit
6. Select and choose the correct class and CRN and click Submit
7. Enter your grades – click the drop down in each box and choose the corresponding grade you wish to assign. You must submit the last date of attendance for grades of F, IF, NP, INP, and for all students who withdrew (W). Each screen holds 17 students. After grading the first 17, click Submit. (If you do not click Submit, grades will not be recorded). Then click to the next page and follow the same instructions.
8. For security reasons you will have 20 minutes or 40 minutes per page to enter grades.
9. Note: If you are using the scroll button on the mouse it may change grades.
10. If a student chooses P/NP (pass/no pass) then you will only see P/NP in the drop-down box.

Failure to drop a student **is not an extenuating circumstance - an incomplete grade cannot be given for this reason.**

Grade Codes:

The appropriate grading and academic record symbols to use are explained in [AP 4230](#), Grading and Academic Record Symbols. The symbols are summarized below.

Credit Courses:

Symbol	Definition
A	Excellent
B	Good
C	Satisfactory
D	Passing

F	Failing
P	Pass
NP	No Pass
CR	Credit
NC	No Credit
W	Withdrawal
IP	In Progress
RD	Report Delayed
MW	Military Withdrawal
EW	Excused Withdrawal

Non-Credit:

Symbol	Definition
SP	Satisfactory Progress
P	Passing
NP	No Pass
A-NC	Excellent
B-NC	Good
C-NC	Satisfactory
D-NC	Passing
F-NC	Failing
W-NC	Withdrawal
MW-NC	Military Withdrawal
EW-NC	Excused Withdrawal

Assigning an Incomplete Grade:

[Incomplete grades](#) are governed by California State Ed Code section 55023 – Academic Record Symbols and Grade Point Average, and [BP/AP 4230](#).

- If a student has a **justifiable circumstance** that prohibits the student from completing the final course requirements for your class, you may assign the student an incomplete grade. The incomplete grade should be assigned only when the student has completed a majority of the academic work (is missing only a skillset) for the class and only if you are willing to accept the late work and/or meet with the student to administer make-up work and exams on your own time.
- **Written documentation is required by State of CA Ed. Code on all incomplete grades. Incomplete forms must be signed by the student and Faculty member.** However, if the student is unavailable to sign the form due to extenuating circumstances, the faculty member may sign on behalf of the student, stating the student has been informed of the incomplete grade and the requirements necessary to complete the course.
- You must submit an "Incomplete" form to the Faculty Services Office, located to the first floor, Watson Hall or to OCCfacultyservices@ccd.edu from your CCCD email.
- **Once the incomplete grade is assigned, the student may NOT re-enroll in the class.** The student will have one year to make up the coursework (as documented on the incomplete grade form you turn in to Faculty Services, located on the first floor of Watson Hall or to OCCfacultyservices@ccd.edu from your CCCD email. at the end of the term).
- **If the student fails to make up the coursework within one calendar year, the grade will automatically revert to the alternate letter grade.**

Submitting Grades through Canvas

- Final grades may also be submitted via Canvas to MyCoast (Banner).
- Last Day of attendance can only be submitted via MyCoast.
- [Instructions for submitting grades via Canvas.](#)

Questions Regarding Rosters, Submitting Grades, Changing Grades, Enrollment, Attendance, Adds, Drops?

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