

MYLIU FACULTY CENTER

GRADING USER GUIDE



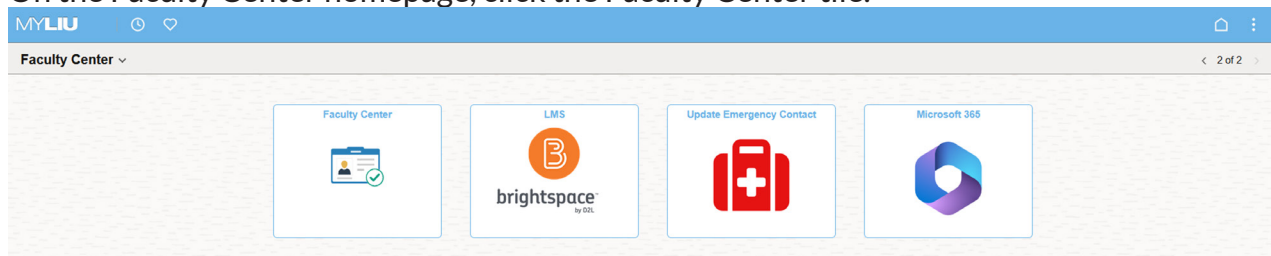
LONG ISLAND UNIVERSITY

LIUit
INFORMATION TECHNOLOGY

SEEING YOUR CLASS ROSTER

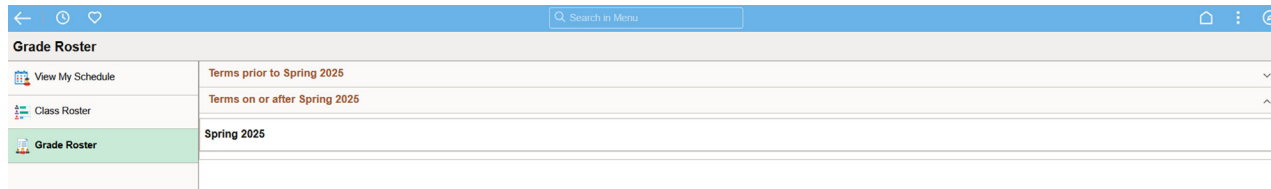
Step 1

On the Faculty Center homepage, click the Faculty Center tile.



Step 2

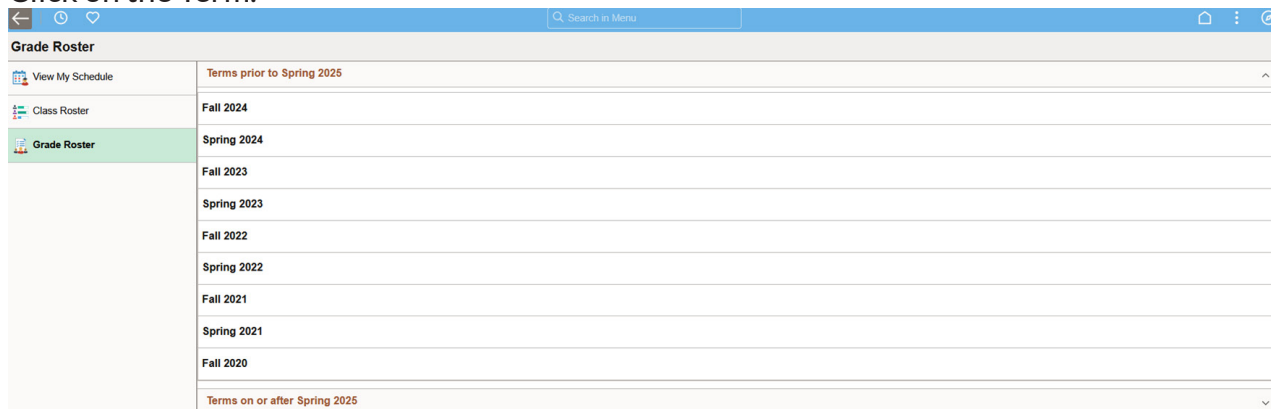
Click the Grade Roster link on the left menu.



To select a term prior to the current term, click Terms prior to... link

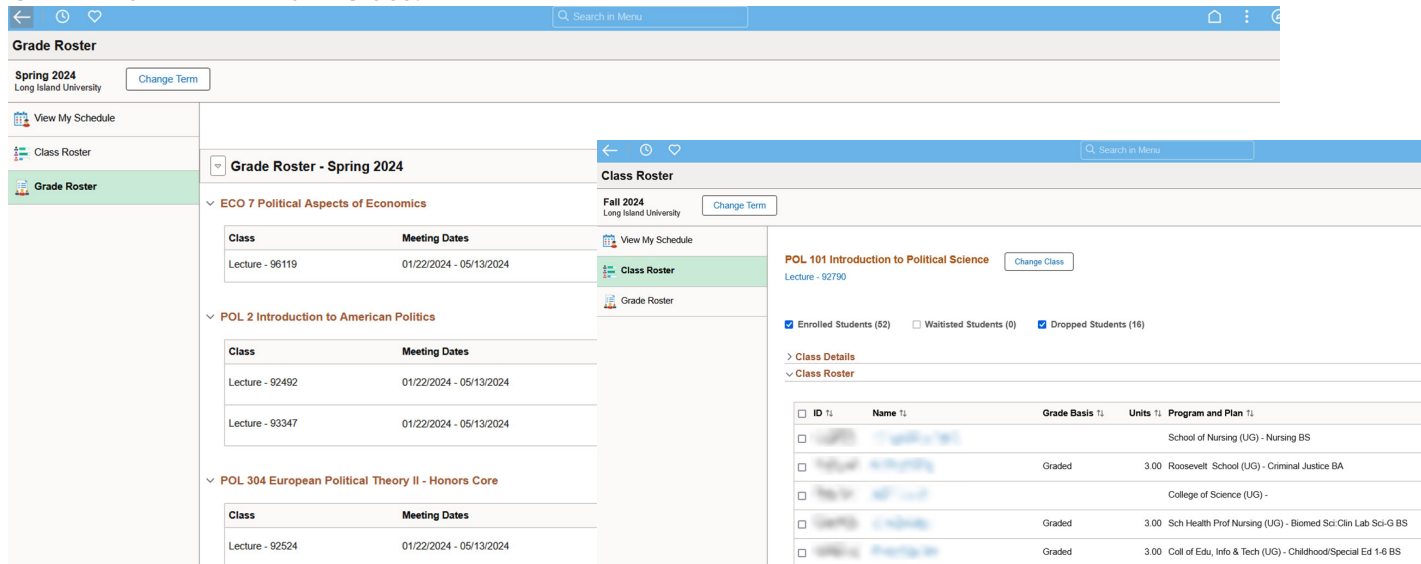
Step 3

Click on the Term.



Step 4

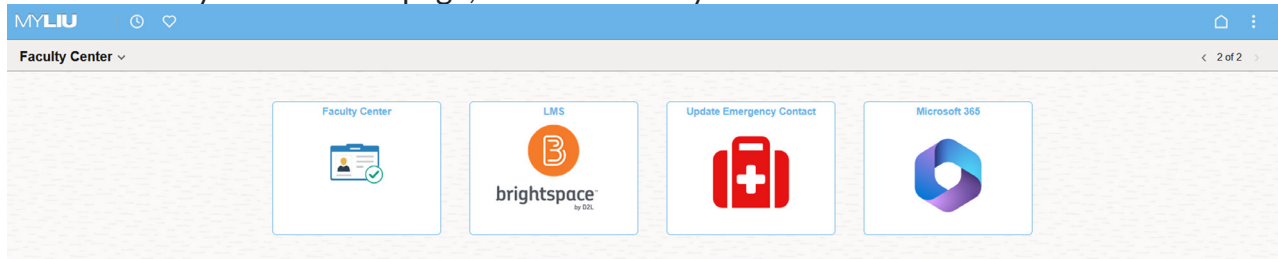
Click on the row for the Class.



POSTING FINAL GRADES

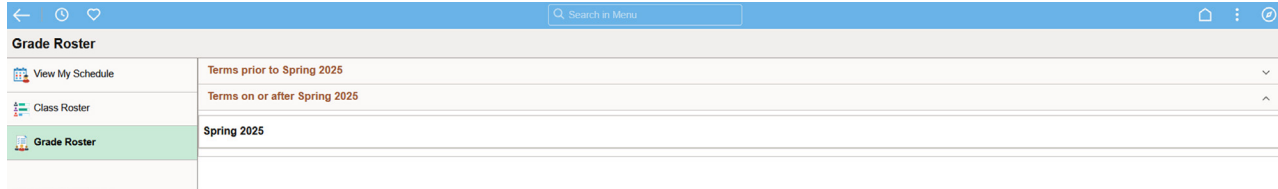
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Step 2

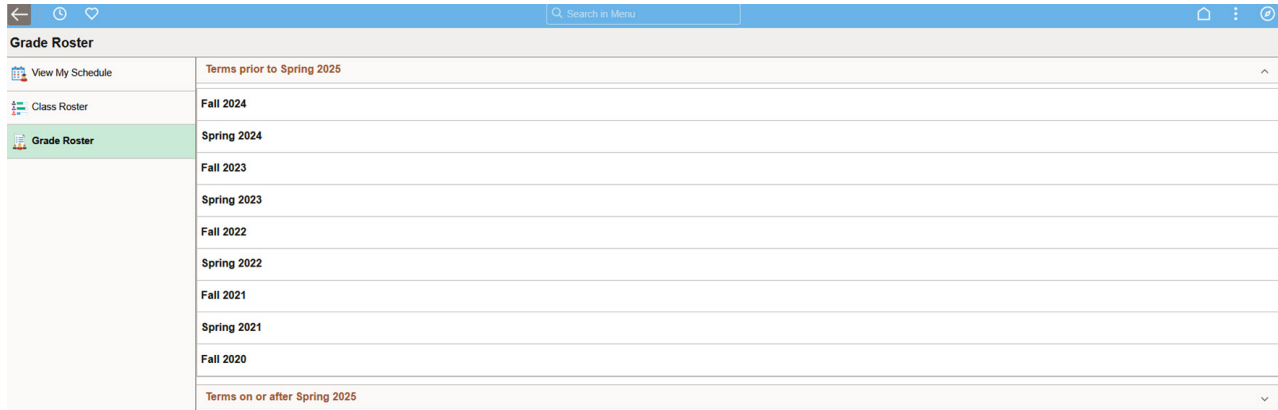
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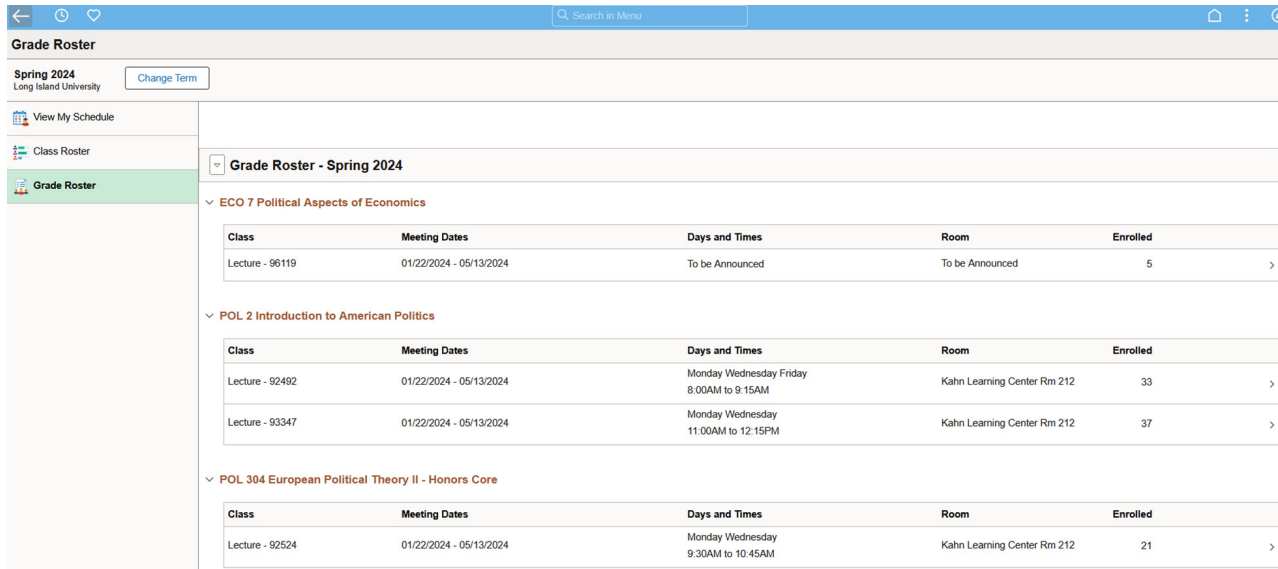
Step 3

Click on the Term.



Step 4

Click on the Class.



POSTING FINAL STUDENT GRADES

Step 5

Enter your grades in the Roster Grades column.

Grade Roster

Spring 2025
Long Island University

View My Schedule

Class Roster

Grade Roster

POL 102 Intro to American Politics
Lecture - 92435

Change Class

Class Roster

Save

Printable Page

> Class Details

> Grade Roster

*Grade Roster Type: Final Grade

*Approval Status: Not Reviewed

☐ Display Unassigned Roster Grade Only (3)

Notify Selected Students

> Student Grade Roster

ID	Name	Enrollment Status	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
		Enrolled			Graded	Coll of Management (UG) - Marketing BS	Sophomore
		Enrolled			Graded	College of Science (UG) - Biology BS	Junior
		Enrolled			Graded	College of Science (UG) - Health Sciences BS	Sophomore

Apply this grade to selected students

Save

Grade Roster

Spring 2025
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View My Schedule

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Grade Roster

POL 102 Intro to American Politics
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Apply this grade to selected students

Save

Step 6

Once you are finished grading, you MUST SELECT Approved from the drop down and click SAVE. You are now done with grading.

Grade Roster

Spring 2025
Long Island University

View My Schedule

Class Roster

Grade Roster

POL 102 Intro to American Politics
Lecture - 92435

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Class Roster

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Printable Page

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		Enrolled			Graded	College of Science (UG) - Biology BS	Junior
		Enrolled			Graded	College of Science (UG) - Health Sciences BS	Sophomore

Apply this grade to selected students

Save

*If you need to take breaks between grading, leave it on Not Reviewed and be sure to click SAVE. This will save your partial progress until you are ready to approve final grades

Important Reminders

Grades are due 48 hours after your final class meeting/final examination.

Timely submission of final grades is critical, as Registrar staff must quickly begin the process of clearing candidates for degree conferral. In addition, we must quickly review the status of probationary students, and determine those who qualify for inclusion on the Dean's/Honor's List.

POSTING FINAL STUDENT GRADES

UW - Unauthorized Withdrawal

The grade of UW should be assigned when a student never initiated proper withdrawal procedure and either stopped attending a class or didn't attend the class at all. This grade should NOT be used as a "kind" alternative to an earned F. In many instances, a UW can affect a student's financial aid eligibility for the current and future terms and might require the university to return federal financial aid funds, since the credits are not counted in their units taken/completed.

INC - Incomplete (General)

Not included in GPA; included in hours attempted. Should be assigned when discussed with a student and it is determined that all required work will not be completed by the end of the term. Students have until the end of the following semester to complete the unfinished work. Faculty must submit a Change of Grade form to the Registrar's Office upon completion of the work. "I" followed by another grade symbol, (i.e. IA, IB+, IF) indicates that the work has been completed and the symbol after "I" is used in the GPA. When the work is ultimately completed, the "I" plus the grade remain permanently on the transcript. INC grades earned in undergraduate courses will automatically convert to "F" at the conclusion of the semester following the one in which the grade was assigned (i.e. an outstanding INC earned in a fall course will automatically change to an "F" at the conclusion of the following spring term unless the coursework is completed and the grad changed).

Incomplete Grades (Undergraduate courses only)

INC grades earned in undergraduate courses will automatically convert to "F" at the conclusion of the semester following the one in which the grade was assigned (i.e. an outstanding INC earned in a spring course will automatically change to an "F" at the conclusion of the following fall term). Please be sure that you've had a discussion with the student regarding the INC assignment before assigning it.

W - Authorized Withdrawal

Not computed, counted in hours attempted. Indicates a student-initiated withdrawal. This grade is preprinted on the grade roster.

AUD - Audit

Non-credit. Not included in GPA. This grade is preprinted on the grade roster

Regular Grading Basis

A	Excellent	4.000 quality points per credit hour
A-		3.667
B+	Very Good	3.333
B	Good	3.000
B-		2.667
C+	Above Average	2.333
C	Average	2.000
C-	Below Average	1.667 (available for undergraduate courses only)
D	Passing	1.000 (available for undergraduate courses only)
F	Failure	0.000

Pass/Not Pass Grade Basis

P	Passing	Not computed in GPA
F-	Failure	0.000