

Winter 2024 Grading Deadline:

Tuesday, May 7, 2024 at 12:00 PM (Noon)

Please note the following:

- The grading system will be activated at **8:30 AM on Monday, April 29, 2024** and will close at **12:00 PM (Noon) on Tuesday, May 7, 2024.**
- Grading in *mySVSU* is unavailable on Sundays from 12:00 AM to 1:00 PM for system maintenance.

Instructions for Grading Online using Student Planner. Please read thoroughly.

- Log into mySVSU's Self-Service → Daily Work → Faculty Self-Service → Faculty Overview
- Click on the Course
- Click on Grading
- Click on Final Grade
 - Here you will enter grades, last date of attendance or "never attended" for "F" grades, and expiration date for incompletes.
 - If you are giving a student an Incomplete grade, you **must** set the expiration date to **June 10, 2024.** Please submit the Incomplete Contract to the Office of the Registrar.
 - This deadline is based on catalog language and will be changed to **June 10, 2024** if another date is chosen.
 - If a student needs an extension beyond policy, please email registrar@svsu.edu with the reasoning.
 - Data entered will automatically save. You can return to complete entries or make changes.
- Click on Post Grades to submit final grades

IMPORTANT: Once all grades are entered if you click "Post Grades", this will automatically verify the grades. Students will be able to view them online. Once grades are officially verified, grades can only be changed through the Grade Change form.

Students whose final grade is an "F" must have a last date of attendance (mm/dd/yy) or check the never attended box (this is a Federal requirement).

If you teach a course that is graded "P/N", you must enter "A" for the "P" grade and "F" for the "N" grade.

**** Please print a copy of your submitted grades from your browser for your records.***

Incomplete Dates

Due to Instructor: **June 7, 2024**

Due to Registrar's Office: **June 10, 2024**

Hours:

Monday thru Friday:

8:00 AM – 4:30 PM

For questions or comments please contact:

Office of the Registrar (989) 964- 4085

registrar@svsu.edu

