Enter Final Grades

Login to MySCSU/Banner Web

Click Faculty Services

Click Term Selection (select the term for which you are entering grades)

Click CRN Selection (select the class section from the drop down list)

Click Final Grades

Submit a Final Grade for every student on the roster. All students must have a grade.

If you are entering an ‘F’ for a student, please submit a Last Date of Attendance. Take care to enter in the correct format, as an incorrect format will prevent your grade roster from being saved/submitted.

You may submit as often as you’d like while entering the roster. Each time you make a change and click submit, you will receive a confirmation in red letters, that all changes have been saved.

After submitting, to select another class, click the link at the bottom of the page: CRN Selection.

Late Withdrawal

If you have submitted a late withdrawal that has not yet been processed, please follow-up with your department chairperson immediately. Generally, these are processed within one business day of having been received in the Registrar’s Office.

Incomplete

Entering an ‘I’ is only for those students whom you have communicated with; and have a plan for them to submit missing work. An Incomplete is not to be given to students who were attending but just “disappeared”. An Incomplete is also not to be given for a student to do extra credit to raise their grade. (please see the policy on Incompletes in the university catalog). If you are granting an Incomplete, you may want to advise your student that if this class is a prerequisite for a class in which s/he is registered for in a subsequent term, s/he may be dropped from that class. If you feel this is a special circumstance in which the student should be given a prerequisite override for the subsequent class, please address this with your department chairperson immediately to avoid a student being dropped and losing their seat.