

## Important Grading Information

**Final grade submission for Fall 2024: Deadline Monday, December 23<sup>rd</sup> at 3:00 p.m.**

**Deadline cannot be extended.**

- Grade submission is currently available in both Canvas and Workday.
- Instructors should use only one system for submission. If grades are submitted via both, the last submitted grade will be posted.

## Grade Submission - Canvas

A confirmation email is sent to instructors after completing final grade submissions in Canvas. If you do not receive a confirmation email, return to ISU AdminTools inside your Canvas course to ensure completion. Final grades are submitted when you see the Review button for your submission in the Submit Grades section of ISU AdminTools in Canvas. Click the button to review the submission details.

For help with final grade submission in Canvas:

- Consult CELT's [Final Grade Submission guide](#).
- Review CELT's [key concepts for grading in Canvas](#).
- Open a ticket by sending a message to [celt-help@iastate.edu](mailto:celt-help@iastate.edu).
- Schedule an online consultation via [CELT Help](#).

## Grade Submission - Workday

To submit your grades in Workday, take one of the following actions.

- Click this link to [Assign Student Grades](#)
- Or navigate to the Teaching Dashboard and select the Assign Final Grades option. (Menu > Teaching > Assign Final Grades)

You will not receive an email confirmation after submission. To review and verify your submitted grades in Workday, return to [this link](#) or return to the Assign Final Grades option on the Teaching Dashboard.

For help with final grade submission in Workday:

- View the [Final Grading KBA and Demo](#)
- Visit the [Office of the Registrar's Grading website](#)

## F Grading

All F grades require a comment indicating the reason for assigning an F grade.

- F – Earned
- F – No Academic Engagement
- F – Last Day of Academic Engagement. This grade requires the instructor to provide a Last Date of Attendance, which is the instructor's best reasonable estimate for the last date of academic activity for the student. Canvas automatically populates the last date

the student touched the course in Canvas, but the date can be changed by the instructor if necessary. This date is required to comply with financial aid regulations.

### Incomplete Grading

New for Fall 2024, alternate grades must be submitted for any Incomplete grade. **The alternate grade is the lowest possible grade a student can receive assuming no additional work is completed.**

- “I” grades may only be assigned when the student is passing at the time of the request but special circumstances beyond the student’s control prevent completion of the course.
- The student and instructor must agree to the “I” grade and the instructor and student must complete and retain an Incomplete (I) Contract. Instructors will submit an “I” grade with an alternate grade.
- Unresolved “I” grades will convert to the alternate grade after one calendar year, except for 5990/6990 courses, or unless an extension is granted by the instructor. Resolved “I” grades become part of the term and cumulative totals/GPA and will be denoted as a resolved incomplete.
- For additional information, reference Grading in the Catalog at the following link: [Grading Policies.](#)

### Grade Changes

- There is no longer a “late grade” period to submit blank grades.
- Once the final grade deadline has passed, all submitted grades, including non-reports (which are different from grades that are left blank/not submitted), will be immediately available for instructors to perform grade changes via [this link](#). All grade changes will route for approval, including non-report.
- Grades that are left blank will be converted to non-reports the following day, and then will be available for grade changes.

### Your Course Information

Your [term] course(s)/section(s):  
[course]