Degree Completion
** Please submit grades no later than **
12:00 NOON, the second Monday after final class session
(Earlier submissions are welcomed!)

SUBMITTING ONLINE GRADES

Reminder: Final grades are submitted through Campus Cruiser, not through your Moodle gradebook.

1. Go to www.fresno.edu
2. Use the Quicklinks dropdown menu; choose Campus Cruiser
3. Log-in to Campus Cruiser - if you need assistance, call the FPU Helpdesk at 559-453-3410
4. Click on the MyServices Tab
5. On the left hand side in the Faculty Menu, select Official Grading.
6. Select the term you would like to grade or a date range to grade. [you can ignore the term start and end dates.]
7. Choose F-Final from the Final or Midterm/Intermediate grading drop down menu. DO NOT select Midterm/Intermediate grading.
8. Choose the course section you would like to grade
9. Choose the appropriate grade from the drop down menu. You may enter grades intermittently, but every student must receive a grade by the deadline. See the permissible grades section in these instructions.
   ▪ For those using Campus Cruiser’s Faculty Tools “grade book” those grades will not automatically populate, you must enter them in the MyServices Official Grading area.
10. Do not enter anything in the “Expire Date” column
11. If a student has been in class and received a grade, but is not on the grading screen, please notify the Registrar’s office IMMEDIATELY!
   ▪ Students who have officially withdrawn from class will not show on the online grading roster.
12. BEFORE you submit your grades online you may want to print the grading screen to keep a record for yourself. You may use the back button.
13. Once all grades have been input click on the submit button.
PERMISSIBLE GRADES

Letter Grades
- A, B, C, D, and F are permissible grades.
- Pluses and minuses may also be awarded and will be used to compute the GPA.
- A+, F+, F-, NR, W, UW and I are NOT permissible grades.
- Letter grades of “I” [incomplete], “NR” [no report] and “W” [withdrawal] are NOT permissible; these grade designations can ONLY be applied by the Registrar’s Office after the submission and approval of proper documentation. See Incomplete Requests – ‘I’ section below. Call the Registrar’s Office for details 453-2037.

IMPERMISSIBLE GRADES

Incomplete Requests -- 'I'
- DO NOT SUBMIT AN 'I' GRADE
- Students must request a grade of incomplete in a specified course prior to the last day of classes by filling out an incomplete grade request form. If you have signed a form for a student, please leave the grade blank. If you have not signed a form, please enter the grade the student has received (if F, please enter F). Please do not enter the grade of IP.
- The 'I' grade will be entered by the Registrar’s Office staff once the student has submitted a complete (signed by instructor and Dean) and approved Incomplete Grade Request form. If approved, the student will be given 30 days from the last day of the course to complete remaining work and submit to you. You may update the Incomplete grade by submitting a Grade Change form.

Credit/No Credit -- ‘CR’ or ‘NC’
- Courses graded only CR/NC
  - For courses that are not letter-graded, all students are to be graded either CR or NC.

Enrichment Courses – ‘E’
- Courses taken as enrichment - Students who have chosen to take a course for enrichment purposes.
- The course is numbered 049 or lower.
- Record a “E” as the FINAL GRADE for these students.

Withdrawals – ‘W’
- Students who have officially withdrawn from a course will not show up on the grade roster.

Unauthorized Withdrawal -- 'UW'
- This grade is no longer valid in respect to the attendance policy.
- If a student has not attended the course, it is imperative that you document the absence through your attendance roster.

Audit/Unsatisfactory Audit -- ‘AU’ or ‘UA’
- An audit grade may be entered only when a student has correctly registered to audit the course.
- Approval to register for an audit is indicated by the credit value as 0.00 in a course typically designed to have a unit value.
- Enter a grade of **AU** if the course was *satisfactorily* completed or a grade of **UA** if the course was *not satisfactorily* completed.

**In-Progress -- 'IP'**
- The grade of IP is to be issued only in those courses that have been specifically designated as IP courses (ones that, by design, span two or more terms).
- **Do NOT** issue a grade of IP in any other instance.

**Non-Credit Earning ESL Courses -- 'S' or 'U'**
- Should be graded “S” for Satisfactory participation or “U” for Unsatisfactory Participation.