** Please submit grades no later than **

12:00 NOON, Three weeks after final class session
(Earlier submissions are welcomed!)

SUBMITTING ONLINE GRADES

1. Go to [www.fresno.edu](http://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.
7. Choose 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. Enter final grades for each student. Every student must receive a grade. See permissible grades section in these instructions.
   - DO NOT leave blanks in the grade column.
   - For those using CampusCruiser’s Faculty Tools “grade book” those grades will not automatically populate, you must reenter them in MyServices Official Grading.
   - DO NOT SUBMIT AN “I” GRADE HERE.
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    - Students who have officially withdrawn from class will not show on the online grading roster.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.
    *If there are no errors, your grades were submitted successfully.
    *If there is an error message you must press submit again – None of the grades have gone through if there is an error

PERMISSIBLE GRADES

Letter Grades
A, B, C, D, F and UW are permissible grades. See Unauthorized Withdrawal – 'UW' section below.

- Pluses and minuses may also be awarded and will be used to compute the GPA.
- A+, F+, F-, NR, W 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.

Unauthorized Withdrawal -- 'UW'
- This grade is to be issued when a student appears on the grade sheet but has never or rarely attended the course and has not officially withdrawn from the course.
- This grade indicates that an enrolled student did not complete course requirements and did not properly withdraw from the course.
- For purposes of GPA computation, this grade is equivalent to an F.

**IMPERMISSIBLE GRADES**

Incomplete Requests
- **DO NOT SUBMIT AN 'I' GRADE**
- Students must request a grade of incomplete in a specified course prior to the last day of class.
- The 'I' grade will be entered by the Registrar's Office staff when the student has officially received approval via the Incomplete Grade Request process (see catalog).
  - Report the grade that has been earned on the basis of all work actually completed, in relation to all course requirements, in the final grade column, even if the student has requested an incomplete.
  - This grade will be recorded as the final grade if:
    1. The student has not officially filed and received approval for an incomplete, or
    2. If the course work is not completed by the end of the time extension.

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.
- **Student elects to be graded CR/NC in a normally letter-graded course**
  - Assign letter grades
  - The Registrar's Office staff will assign the CR or NC grade per individual student request.

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

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.**