

What do I do if...?

I have a student on my grade list who never attended or who stopped attending sometime mid-term. Enter a grade of 'NR' and record the reason by using the 'Comment' box in the Student Detail pane.

I thought the student was going to receive an incomplete (or late 'W' by petition). Enter a grade of 'NR' and record the reason by using the comment box under the student's information in the Student Detail pane on the right side of the screen.

I'm missing a student on the grade list who attended all term and for whom I have a grade. Please send the student an e-mail that you cannot enter a grade and copy the Registrar's Office (registrar@lawrence.edu). The student will need to petition to add your class.

I need an extension for submitting grades. Grading extensions are approved by the Provost. Please contact Katie Kodat and let the Registrar's Office know of your request (registrar@lawrence.edu).

I want to have a different grade applied to an IP in a previous term. Use the Voyager form 'Submit Final Grades – Outstanding I/IP/NRs' on the Instructor Menu.

I want to grade an independent study on an S/U-only basis. This type of change affects the nature of the class record and the registration record of each student. Such a change should be requested by the instructor no later than the middle of the term and, preferably, at the time of registration.

I'm out of town and am having difficulty maintaining a connection on the web. Please call the Registrar's Office at (920) 832-6578.

I need to change a grade, but it's already been posted to academic history. You will need to use the regular faculty grade change process. A form for this purpose can be found at <http://www.lawrence.edu/academics/faculty/forms>.

I need to submit a grade for a student who just added the class by petition. Once the student has been added to the class in the database, a listing will appear in the I/IP/NR submission form in Voyager. You may use that form to submit the grade.

I want to indicate I'm expecting a student on my grade list to receive an incomplete. Enter an 'NR' on the grade list and use the 'Comment' box in the Student Detail pane to explain the situation.

I cannot provide a grade as the student is registered for the wrong number of units. Enter a grade of 'NR' on the grade list and use the 'Comment' box in the Student Detail pane to explain the situation. You can also use the e-mail link in the Student Detail pane to send a message to the student.