

**UWG PROCEDURE NUMBER: 2.7.6, Reporting Grades**

**Authority: UWG POLICY 2.7, Teaching Responsibilities**

The University of West Georgia (UWG) faculty, pursuant to the authority of UWG Policy 2.7, establishes the following procedures for compliance with UWG Policy 2.7 on Teaching Responsibilities:

The purpose of the procedure is to clearly communicate to UWG faculty the expectations to meet the announced deadlines for entering midterm grades, when required, and all final grades A-F, I.

**A. Definitions**

1. **Grades**- standardized measurements of varying levels of achievement in a course.
2. **BanWeb**- web interface to university student information system.

**B. Reporting Grades Procedure**

Faculty are required to submit all course grades by the announced deadline. Failure to do so may result in disciplinary action. Detailed instructions for reporting grades on BanWeb can be found in the Registrar's Office Faculty Resource page <https://www.westga.edu/student-services/registrar/faculty-and-staff.php>

After submitting final grades, an automated email from the Registrar's Office will be sent to your westga.edu email address. If you have successfully submitted **ALL** grades, you will receive a "Complete" email. If you have missed any students, you will receive an "Errors" email indicating the course information and which students have missing grades.

A grade of "I" may be given in lieu of a final grade when a student with work of an acceptable quality (at least a D) is unable to complete the course requirements or take the final examination for non-academic reasons beyond his or her control.

**C. Change Grade Procedure**

Grade changes can be done in BanWeb **UNTIL** noon on official DUE DATE each term. ALL grade changes after NOON, will require a Grade Change Form. A grade change form will require the student's name and ID number, the course information, and the reason for change. The instructor, department chair, and a processor in the Registrar's Office must approve the form. [https://www.westga.edu/assetsSA/registrar/GRADE\\_CHANGE\\_REQUEST.pdf](https://www.westga.edu/assetsSA/registrar/GRADE_CHANGE_REQUEST.pdf)

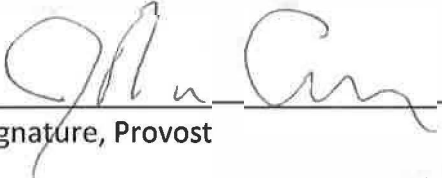
Each academic department will articulate a process to determine grade changes when the professor is no longer available. Policy statements articulated will be sent to the appropriate academic dean, and grade changes will be approved by the dean in accordance with established policy.

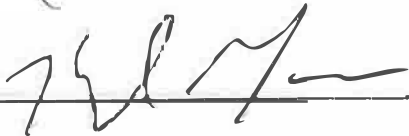
**D. Incomplete Work Procedure**

Instructors can assign a grade of Incomplete (I) on BanWeb. <https://www.westga.edu/student-services/registrar/faculty-and-staff.php>

Consult your college/school or department for specific guidelines regarding Incomplete (I) grades.

Recommended by the Provost, the 24 day of June, 2016.

  
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Signature, Provost

Reviewed by President:   
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Previous version dated: N/A