

Grade Entry Policy

Instructors enter grades through the portal system. It is essential that grades are submitted by the published deadlines in order to allow The Academic Policy and Review Committee (APRC) sufficient time to process Satisfactory Academic Progress (SAP) evaluations that take place at the end of each quarter. The results of the evaluations often necessitate altering student registrations for the next quarter. Because of the short turnaround between quarters grades must be entered in a timely manner. If an instructor is unable to enter grades through the portal, the grades may be forwarded to the registrar for entry by email via the instructor's Antioch email account*.

Instructors may assign grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, P (pass), or NP (no pass). Grades of IN, M, and NG are entered by the registrar. Instructors may request the assignment of M and NG grades through the registrar. An incomplete (IN) must be initiated by the student via a *Request for Incomplete Grade* obtained from the Office of the Registrar.

Midterm letter grades are to be submitted by the end of the day on Monday of the sixth week of the quarter. Instructors only need submit midterm grades for students earning a grade of C- or less.

Final letter grades are to be submitted by the end of the third business day after the quarter ends. Since the last day of the quarter is typically a Friday, grades are due by 5:00 pm the following Wednesday.

Narrative evaluations are to be submitted by the end of the last day before the start of the next quarter. Since the first day of the quarter is typically a Tuesday, the narrative evaluations are due by 5:00 pm on Monday.

**The Antioch email account is specified because it is a secure email system. The security of other email systems cannot be verified by Antioch College and could possibly lead to a FERPA violation if breached.*