Calumet College
OF ST. JOSEPH

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Final Grading Process

1. ***All*** students should receive a final grade. Students who have initiated a withdrawal will still appear on the roster and grades cannot be changed. Students may be awarded any of the following appropriate grades: (A, A-, B+, B, B-, C+, C, C-, D+, F, FW, E, I, or P). A grade of FW may be assigned to a student if the student failed to initiate a withdrawal and did not complete the final or its equivalent.

2. Log in to your My CCSJ portal.
3. Navigate to and click on **Student Records** on the top menu. Click on **Grading Roster** from the options.

4. Choose the course for which you wish to grade and click on 'Grading Roster".

5. Once on the Grading Roster, select "final" from the dropdown menu (highlighted). Once 'final' is selected, a dropdown menu will appear with all possible grade options (highlighted). Select one grade per student. Click on 'submit grades'.

6. If "Submit Grades" is not selected, grades will not be saved nor received in the Registration office. Once grades are saved, any grade changes must be requested. Please see the grade change document to learn how to request a grade change for any course, any semester.