**HAWAI'I PACIFIC UNIVERSITY**　　　　　　　　　　**OFFICE OF THE REGISTRAR**

TO:　　　HPU Faculty – **Revised Deadline**

FROM:　　Carole Komatsubara
　　　　　Associate Registrar, Records

RE:　　　Grades for Summer 2014 PT 1, 4C, 6B

DATE:　　July 23, 2014

> ### CHECK LIST FOR SUMMER 2014 PT 1, 4C, 6B GRADES
> *Please read carefully.*

### **PLEASE ASSIGN ALL GRADES VIA THE WEB USING HPU PIPELINE**

## DEADLINE FOR GRADES:　FRIDAY, AUGUST 15TH, 11:30 PM (HST)

***If you cannot utilize HPU Pipeline to submit your grades, you must contact your Dean no later than Wednesday, August 13, 2014.  Please remember that Support Services will be available Monday - Friday, 8:00 a.m. to 5:00 p.m.  HPU Pipeline is down from 3:45 a.m. to 4:15 a.m. (HST) for daily back-ups.**

Please use the following steps below when submitting grades:

☐ STEP 1　　　**Test your access & log on to HPU Pipeline**.
- Refer to your Web for Faculty Services User Manual.
- Contact the Help Desk if you incur any problems.

☐ STEP 2　　　**Assign a grade for EACH STUDENT using HPU Pipeline**.
- Select "Final Grades" on your Faculty Services Main Menu.  You will only see the eligible grades that may be assigned for each student.

**The grade entry procedures for pass/fail and credit/no credit courses are now revised to require a selection of the appropriate P [pass], F [fail], CR [credit], NC [no credit] or I [incomplete] grade.  Those students who are auditing a course may only be assigned an AU [audit] grade.  Please do not leave any blanks on your roster.**

The standard grades for all other courses are:

# A　A-　B+　B　B-　C+　C　C-　D+　D　F　I

***Cautionary Note:  For <u>Graduate courses</u>, do not assign "C-, D+, or D" grades.**

☐ STEP 3　　　**Enter the last date of attendance**.  (Use mm/dd/yyyy format.)
- Only for students assigned an "F" grade who never attended, or who stopped attending.
- An incorrect date format will delete all grades following that entry.

　　　　　　　　MM/DD/YYYY　　example: 08/07/2014

☐ STEP 4　　　**Double Check that there are NO BLANK grades**.

☐ STEP 5　　　**Click on "Submit" button after entering grades on each page**.

☐ STEP 6          **Check for a second page**.
- Assign a grade for each student.
- Click on "Submit" button after entering grades.

☐ STEP 7          **Double check grades submitted**.
- Verify each student's grade for accuracy.
- View assigned grades via your Summary Class List on Pipeline.
- Make any necessary changes and repeat from Step 5.

## NOTES

- **If a student has informed you that he or she has officially dropped your course or withdrawn and their name still appears on the grade sheet, you must assign an "F" grade and the last date of attendance since the student is officially still registered for the course.**
- Use the "I" (incomplete) grade judiciously.  This grade should not be given in lieu of a failing grade.  "Incomplete grades are reserved for cases of illnesses and other emergencies that cause a student to be unable to complete the course by the due date."  Each "I" grade will carry a six month deadline and will then be converted to an "F" grade.

*Success!  Thank you for submitting your grades by the deadline date.*