

To: All instructors
From: Office of the University Registrar

Re: Final grade roster submission and approval

Final grade rosters are available at My.IllinoisState.edu in your Faculty Center. The grade submission system will be available 24/7 until the **noon deadline on Tuesday, May 15**. Instructors who do not submit grades by this deadline must complete grade change forms for each of his or her students. To review steps on how to submit your grades, please refer to the [Grades Memo](#).

Please be aware of the following:

1. Please verify that your grade rosters have been created for ALL of your classes with enrolled students. If you find a class that does not have a grade roster, please contact Registrar@IllinoisState.edu as soon as possible.
2. If there are any discrepancies on your roster, please contact the Office of the University Registrar at Registrar@IllinoisState.edu or (309) 438-2188 or complete, print and return the Grade Roster Irregularities Form. This form can be found at: Registrar.IllinoisState.edu/downloads/graderosterissues.pdf.
3. If your course has grades in ReggieNet, you can automatically load those grades from ReggieNet into your My.IllinoisState.edu grade roster. An import button is located at the top right of your grade roster page. **Please be aware that you must still review your grades after importing, and you must change the roster status to *Approved* and hit the *Save* button in order to actually submit the grades to the Office of the University Registrar.**
4. Missing grades will prevent a grade roster from being submitted to the Office of the University Registrar. Thus, a grade of M (Missing) is available as a valid grade option. An M grade should be assigned to students who have completed all coursework but for whom a grade cannot be calculated by the grade submission deadline. A Grade Change Form must be submitted to change the grade. An I grade should be assigned to students who have not submitted all of the required coursework. No Incomplete Grade Permit Form is required; the I grade will remain on the student's record until either we receive a Grade Change Form or one year passes at which time the I will default to an F.
5. In order to be compliant with federal financial aid regulations, the University must report all students who receive failing grades because they never attended class. If any student on your grade roster received a failing grade and never attended your course, please print and return the Grade Roster Irregularities Form. This form can be found at: Registrar.IllinoisState.edu/downloads/graderosterissues.pdf. Failure to comply with this federal regulation could result in fines being assessed to the University as well as the removal of federal funding.
6. If you would like a printed copy of the grades you have submitted, please click on the *View All* link and screen print the list (note: only 100 students will display per page, if you have more than 100 students in your class, you will need to print multiple pages). You will be able to print your grades from My.IllinoisState.edu until noon on May 15. If you require previous semester grade lists the Registrar Service Center can assist you.

If you need assistance submitting your grades, please feel free to contact the Registrar Service Center at Registrar@IllinoisState.edu or (309) 438-2188. Office hours are Monday-Friday, 8 a.m.-4:30 p.m.

FERPA information:

As an instructor you need to be aware of the Family Educational Rights and Privacy Act (FERPA) and the policy regarding the posting of students' grades. For information on both policies, please go to the

Office of the University Registrar's website at Registrar.IllinoisState.edu/ferpa and Registrar.IllinoisState.edu/downloads/StudentPrivacyandPostingGrades.pdf respectively.

Noncompliance with FERPA regulations can result in the withdrawal of U.S. Department of Education funding from the University.

Technology issues:

If you experience technical difficulties, problems with your ULID/Password, or issues with ReggieNet Grade Import, please contact the Technology Support Center at SupportCenter@IllinoisState.edu or (309) 438-4357.