

Summer 2019 Grading Deadline:

Wednesday, August 21, 2019 at 12:00 PM (Noon)

Please note the following:

- The grading system will be activated at **8:30 AM on Monday, August 12, 2019** and will close at **12:00 PM (Noon) on Wednesday, August 21, 2019**.
- Grading in *mySVSU* is unavailable on Sundays from 12:00 AM to 1:00 PM for system maintenance.

Instructions for Grading Online using Student Planner. Please read thoroughly.

- Log into mySVSU → Faculty Self-Service → Faculty Information
- Click on Faculty Overview – Class Information
- Click on the Course(s)
- Click on Grading
- Click on Final Grade
 - Here you will post the final grade, the last date of attendance (for a grade of “F”) and an expiration date (for incomplete grades).
 - If you are giving a student an Incomplete grade, please set the expiration date to **September 23, 2019**. Please submit the Incomplete Contract to the Office of the Registrar.

IMPORTANT: Once all grades are entered, please click “Post Grades”. This will automatically verify the grades, so students can view them online. Once grades are officially verified, grades can only be changed through the Grade Change form.

Students whose final grade is an “F” must have a last date of attendance (mm/dd/yy) or check the never attended box (this is a Federal requirement).

If you teach a course that is graded “P/N”, you must enter “A” for the “P” grade and “F” for the “N” grade.

Incomplete Dates

Due to Instructor: **September 20, 2019**

Due to Registrar’s Office: **September 23, 2019**

For questions or comments please contact:

Office of the Registrar (989) 964- 4085

registrar@svsu.edu

Hours:

Monday, Tuesday, Thursday and Friday:

8:00 AM – 4:30 PM

Wednesdays:

8:00 AM – 6:00 PM*

*Reduced hours when classes are not in session