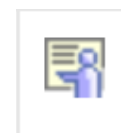


## Cardinal Students

### Submitting Midterm and Final Grades

Final grades should be entered into Cardinal Students by the course instructor, before the date requested by enrollment services each semester. The method listed below is one way to enter grades into Cardinal Students; there are other paths to the Grade Roster screen. This method is the most direct for most users.

- **Log in** to Cardinal Students, then click the Faculty Center tile.
- The Faculty Center page will auto-populate with your course schedule.
  - Check that the current term is correct.
- In your course schedule, locate the course you are entering grades for and **click** the icon showing a person pointing to a yellow square (pictured on the right).
- The grade roster will appear for the course.
  - Verify you are in the correct course, and use the drop down box to select 'final' or 'midterm' grade.
- To enter the grade: select the drop down arrow after the student's name then select the grade for the student (pictured on the right).
  - **Click Save after each entry.**
  - There is limited time to make changes to the system if you make an error. Ensure the grade entered is correct before hitting save, to avoid having to submit a grade change form.



|  |  |  |  |     |   |
|--|--|--|--|-----|---|
|  |  |  |  | GRD | School of Professional Studies - Early Childhood Education - AA |
|  |  |  |  |     | School of Arts & Sciences -                                     |

### Special Grade Types

The information below is based on [Catholic University's Undergraduate Policies](#).  
Check with your school or department for additional information on use and application.

| Administrative F (F*)  | Incomplete (I)   |
|--|--|
| The official definition of F* to be used on transcripts and wherever else published would be "Administrative Failure," awarded to a student who did not officially withdraw from the course, but who failed to participate in course activities through the end of the period. | The provisional grade of I (incomplete) may be given only to a student who has not completed the requirements of a course for legitimate reasons, provided the work thus far completed in the course is of passing quality. The grade of I may not be given to someone who has simply failed to meet the academic requirements of the course on time. Grades of I must be submitted to the respective dean for approval and entry in Cardinal Station. |