



Senior to Sophomore Program – Grading Procedures



SCSU's end of term rarely coincides with those of area high schools. Consequently, posting grades for the Senior to Sophomore Program will always be a several step process. We have worked with the **Office of Records and Registration** to design procedures that will make the process as simple and efficient as possible.

- Each SCSU faculty member and high school teacher should discuss and agree upon a grading process before the beginning of each semester.
- SCSU faculty who wish to have the CCS submit grades on their behalf, should fill out the *Submit Grades Form*.
- Before the end of each semester, the Center for Continuing Studies will email a “grading process reminder” to all SCSU faculty and High School teachers.
- When the SCSU semester ends before a Senior to Sophomore class ends, grade reports to the Records office should indicate the course is “*In Progress*”.
- As soon as the Senior to Sophomore class has ended, the high school instructor should forward the grades directly to the SCSU faculty member and to the Senior to Sophomore Program Secretary at the Center for Continuing Studies (fax: 320-308-5041). **Grades must be submitted by the deadlines listed in the *Dates to Remember* flyer.** Delays can mean that students cannot obtain an up-to-date transcript to send to another institution.
- CCS will then process a change of grade form with the Records office for faculty who have completed a *Submit Grades Form*.
- If a SCSU faculty member needs to review &/or modify grades from the high school, copies of the grades will be e-mailed for your review as soon as they are received. **Delays in submitting grades can mean that students cannot obtain an up-to-date transcript to send to another institution.**
- In June, after the grades are posted, the Senior to Sophomore staff will request copies of each student's transcript. These transcripts will be sent to each high school.
- Individual students who wish to check their grades can go to the Records web site: www.stcloudstate.edu/registrar and follow the instructions to check their grades on-line.
- Students who would like an official transcript for their own use, or would like to have a transcript sent to another institution, should contact the SCSU Records office. The request form can also be downloaded from the Records website: www.stcloudstate.edu/registrar