

# Submitting Final Grades

Prior to the end of the semester, a “Final Grades Memo” is sent to Faculty via email from the Registrar with specific instructions and deadlines on submitting grades for that particular term. Grade submission deadlines are available on the Academic Calendar (found on NECC’s website under Faculty Resources). Faculty should verify that they are able to log into Self-Service at least a few days BEFORE grades are due. If faculty have any questions or problems with logging into Self-Service, please contact the IT Services (well before the grades deadline) Helpdesk at 978-556-3111 or <https://helpdesk.necc.mass.edu/>. Also, If you have questions regarding final grades, you may call Enrollment Services (again, well before the grades deadline) at 978-556-3974 or email them at [registrar@necc.mass.edu](mailto:registrar@necc.mass.edu).

## General Instructions

To submit your final grades through Self-Service, perform the following steps:

**Step 1:** Open your web browser and go to [www.necc.mass.edu](http://www.necc.mass.edu)

**Step 2:** Click on the 'My NECC' button

**Step 3:** Click on the 'Self-Service' link

**Step 4:** Enter your MyNecC ID (listed above), your PIN, and click 'Login'

**Step 5:** Click on the Faculty Services tab, select the 'Final Grades' link, select the term (i.e. 'Spring 2012'), click 'Submit'

**Step 6:** Select a grade for each student and click 'Submit' Be sure to submit a grade for each student and for each course you are assigned to.

Per college policy you may assign the following grades: “A, A-, B+,B, B-, C+,C, C-, D+,D, F, and I.

A student's name will not appear on the roster if the student has withdrawn, if the student is auditing (AU) a course, or if you withdrew the student for non-participation (NW) or as a No-Show (NS).

If a student's name does not appear on this roster and you wish to issue a grade, follow the Change of Grade procedure forms provided online. The grade will be issued only after verification that the student officially registered and paid for the course. NW and NS grades may not be assigned.

If you wish to issue an Incomplete Grade, then you must complete an 'Incomplete Grade Form' for each "I" grade you issue, and you must specify the reason(s) for the incomplete grade including a concrete completion date. An informational copy of the 'Incomplete Grade Form' will be mailed to the student if the form is filled out completely. Incomplete Grade Forms are available online and can be located on self service under the selection for Final Grades.

For information about grading policies, refer to the College Catalog or go to [www.necc.mass.edu](http://www.necc.mass.edu).