Submitting Final Grades

Grade submission deadlines are available on the Academic Calendar (found on NECC’s website under Faculty Resources).

If faculty have any questions or problems with logging into Self-Service: please contact the IT Services Helpdesk at 978-556-3111 or https://helpdesk.necc.mass.edu/.

If you have questions regarding final grades, email the Registrar’s Office at 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

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

**Step 3**: Enter your MyNecc ID (listed above), your Password, and click 'Login'

**Step 4**: Click on the 'Self-Service' link

**Step 5**: Click on the Faculty Services tab at the top, select the 'Final Grades' link under Faculty Advising Tools

**Step 6**: Select a grade for each student and click ‘Save’. 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A student’s name will not appear on the roster if the student has withdrawn, if the student is auditing (AU) a course, or if you withdrew the student as a No-Show (NS).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. 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 Academic Catalog: https://necc.smartcatalogiq.com/current/Catalog/College-Policies/Academic-Policies-and-Procedures/Grading-Systems-and-Policies

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