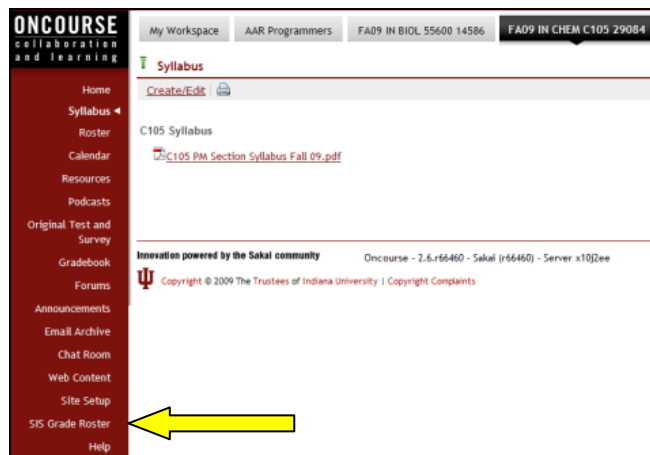
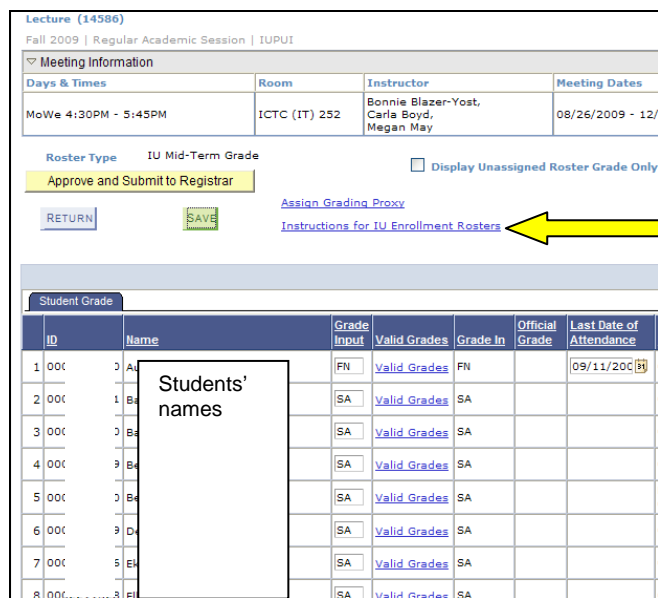


Assigning IUPUI Early Warning Rosters IU Midterm Grades

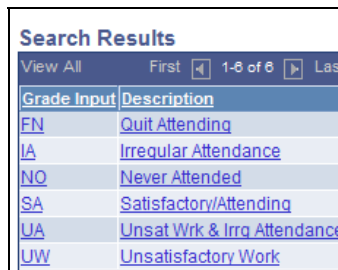
1. Go to: <http://oncourse.iu.edu/portal>
2. Select the desired class from the top row of tabs.
3. From the left menu bar, select SIS Grade Roster. This will directly open the Grade Roster currently available for this class.



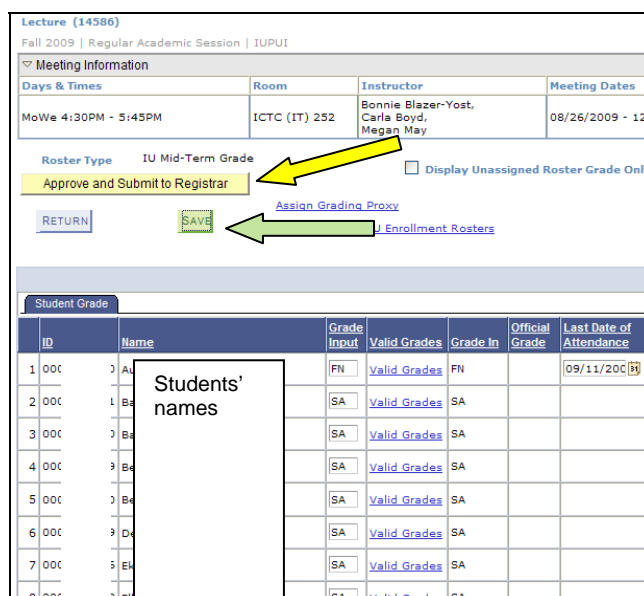
4. Select the [Instructions for IU Enrollment Rosters](#) link for directions.



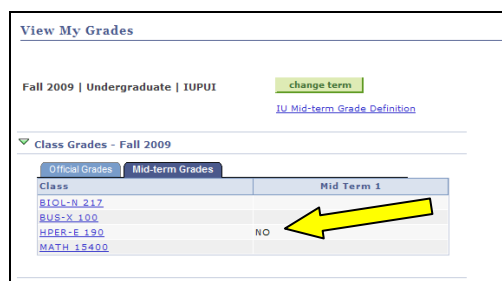
5. Grades:
 - Satisfactory/Attending (SA) is the default grade.
 - Change the grade for those students who are at academic risk or have attendance issues.
6. Click the [Valid Grades](#) link to display grade options. **FN** grades will require a **Last Date of Attendance**.



7. Click **SAVE** as often as necessary.
8. When your assessment is complete, click **Approve and Submit to Registrar**.

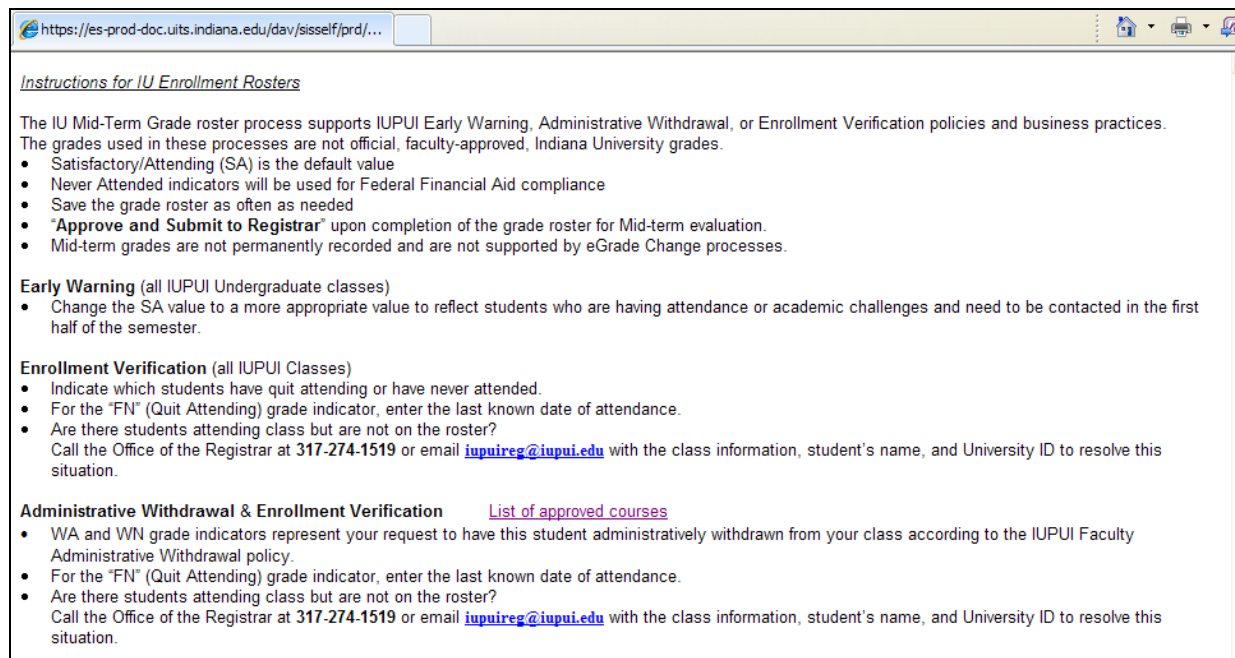


9. Call 317-274-1519 or email iupuireg@iupui.edu if you have students attending class who are not on your roster.
10. Midterm grades are not permanent in the student's record.
11. Grades are available online to both students and academic advisors.



Assigning IUPUI Early Warning Rosters IU Midterm Grades

Faculty: Instructions for IU Enrollment Rosters



<https://es-prod-doc.uits.indiana.edu/dav/sissself/prd/...>

Instructions for IU Enrollment Rosters

The IU Mid-Term Grade roster process supports IUPUI Early Warning, Administrative Withdrawal, or Enrollment Verification policies and business practices. The grades used in these processes are not official, faculty-approved, Indiana University grades.

- Satisfactory/Attending (SA) is the default value
- Never Attended indicators will be used for Federal Financial Aid compliance
- Save the grade roster as often as needed
- **Approve and Submit to Registrar** upon completion of the grade roster for Mid-term evaluation.
- Mid-term grades are not permanently recorded and are not supported by eGrade Change processes.

Early Warning (all IUPUI Undergraduate classes)

- Change the SA value to a more appropriate value to reflect students who are having attendance or academic challenges and need to be contacted in the first half of the semester.

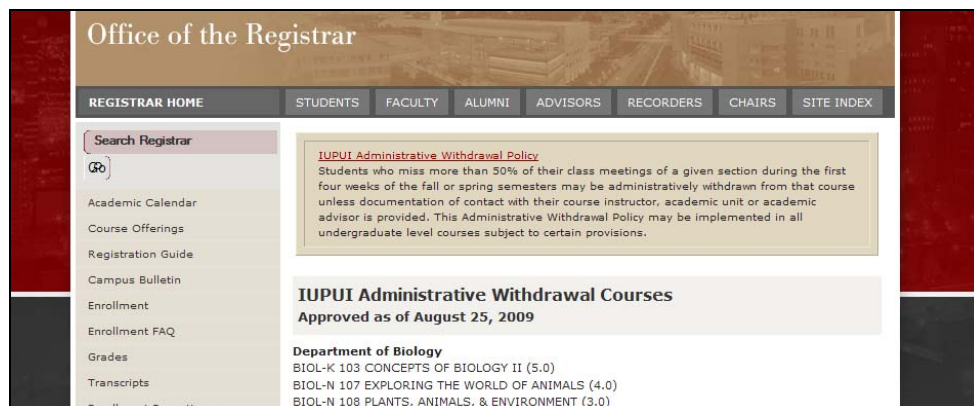
Enrollment Verification (all IUPUI Classes)

- Indicate which students have quit attending or have never attended.
- For the "FN" (Quit Attending) grade indicator, enter the last known date of attendance.
- Are there students attending class but are not on the roster?
Call the Office of the Registrar at 317-274-1519 or email iupuireg@iupui.edu with the class information, student's name, and University ID to resolve this situation.

Administrative Withdrawal & Enrollment Verification [List of approved courses](#)

- WA and WN grade indicators represent your request to have this student administratively withdrawn from your class according to the IUPUI Faculty Administrative Withdrawal policy.
- For the "FN" (Quit Attending) grade indicator, enter the last known date of attendance.
- Are there students attending class but are not on the roster?
Call the Office of the Registrar at 317-274-1519 or email iupuireg@iupui.edu with the class information, student's name, and University ID to resolve this situation.

List of Approved Administrative Withdrawal Classes: http://registrar.iupui.edu/administrative_withdrawal_list.html



Office of the Registrar

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Search Registrar

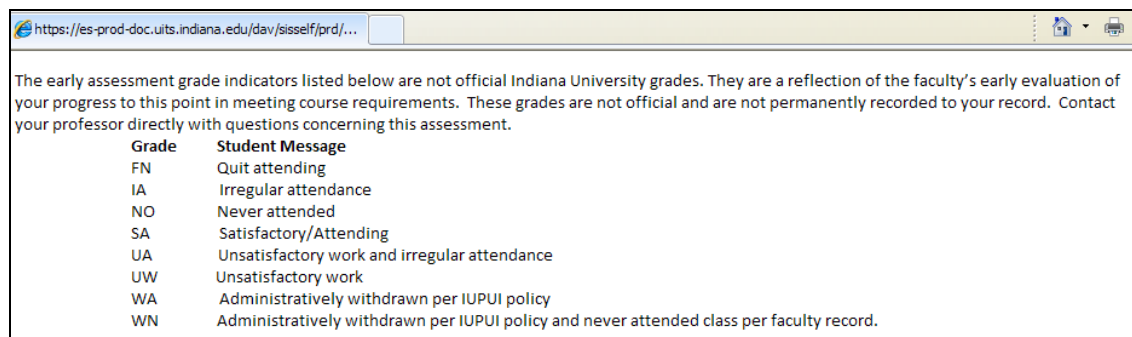
Academic Calendar
Course Offerings
Registration Guide
Campus Bulletin
Enrollment
Enrollment FAQ
Grades
Transcripts
Enrollment Reporting

IUPUI Administrative Withdrawal Policy
Students who miss more than 50% of their class meetings of a given section during the first four weeks of the fall or spring semesters may be administratively withdrawn from that course unless documentation of contact with their course instructor, academic unit or academic advisor is provided. This Administrative Withdrawal Policy may be implemented in all undergraduate level courses subject to certain provisions.

IUPUI Administrative Withdrawal Courses
Approved as of August 25, 2009

Department of Biology
BIOL-K 103 CONCEPTS OF BIOLOGY II (5.0)
BIOL-N 107 EXPLORING THE WORLD OF ANIMALS (4.0)
BIOL-N 108 PLANTS, ANIMALS, & ENVIRONMENT (3.0)

Student Instructions: IU Mid-term Grade Definition



<https://es-prod-doc.uits.indiana.edu/dav/sissself/prd/...>

The early assessment grade indicators listed below are not official Indiana University grades. They are a reflection of the faculty's early evaluation of your progress to this point in meeting course requirements. These grades are not official and are not permanently recorded to your record. Contact your professor directly with questions concerning this assessment.

Grade	Student Message
FN	Quit attending
IA	Irregular attendance
NO	Never attended
SA	Satisfactory/Attending
UA	Unsatisfactory work and irregular attendance
UW	Unsatisfactory work
WA	Administratively withdrawn per IUPUI policy
WN	Administratively withdrawn per IUPUI policy and never attended class per faculty record.