

# Final Grade Report

Final grades should be assigned for students completing a thesis/dissertation or a non-thesis option with grade of IP (music dissertation/thesis project, art practices creative thesis, project, externship, or practicum) by the posted deadline in order to have a degree awarded in any given semester.

Staff members should initiate electronic workflow process on the Graduate School website, and the landing page below provides guidance on the process.

The final grade report should be submitted to assign a grade for credits which have been/will be assigned grade of IP. This includes doctoral dissertation hours, master's thesis hours, music thesis projects, art practices creative thesis hours, practicum courses, projects, etc.\*

The final grade for thesis or dissertation hours should be assigned after the defense is successfully completed and the final copy of the thesis or dissertation is accepted by the examination committee. The final grade for thesis or dissertation hours submitted via this report will be assigned to all instances of such registration.

For other types of projects and practicum credits, the grade may be submitted upon completion of the individual course or credit hours and the grade on the form will be assigned to the listed semester(s) of registration only.

Departmental staff should enter the name and Colorado.edu e-mail address of the instructor of record for the credit(s), along with the student's information and the course information as requested. The form will be forwarded to the instructor of record.

When the student has completed requirements for the credits listed (including defense and final copy of thesis if applicable), the instructor of record should assign a final grade and sign the form, selecting "finish" to submit. The form will be forwarded to the Graduate School and the Office of the Registrar for posting on the student's record.

**\*Please note:** coursework with a grade of incomplete (I) should be assigned a grade via the Office of the Registrar's [electronic workflow for grade-change requests](#) once the coursework is complete. The final grade report is for dissertation/thesis/project hours where a grade of IP has been/will be assigned only.

For students intending to graduate in a given semester, please be aware of the posted [deadline](#) to submit grades for incomplete credits.

The staff member should select the type of class being graded from those course types where an IP grade is allowed:

Master's thesis, PhD dissertation, music dissertation/thesis project, art practices creative thesis, project, externship, and practicum.

They must then provide their information, contact information for the instructor of record/faculty advisor, and the student's name.

### **Please select class type to continue:**

**Class Type \***

Master Thesis ▼

### **Department Staff Information**

**First Name \***

Ralphie

**Last Name \***

Buffalo

**Colorado.edu Email \***

ralphie.buffalo@colorado.edu

### **Instructor of Record/Faculty Advisor**

**First Name \***

Chip

**Last Name \***

Buffalo

**Colorado.edu Email \***

chip.buffalo@colorado.edu

### **Student Information**

**First Name \***

Graduate

**Last Name \***

Student

Please verify that the information provided is correct, and press “submit”.

## Final Grade Report

**Please verify the information below and hit SUBMIT to continue.**

Class Type: Master Thesis

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### Department Submitter:

**Name:** Ralphie Buffalo

**Campus Email:** [ralphie.buffalo@colorado.edu](mailto:ralphie.buffalo@colorado.edu)

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### Instructor of Record/Faculty Advisor

**Name:** Chip Buffalo

**Campus Email:** [chip.buffalo@colorado.edu](mailto:chip.buffalo@colorado.edu)

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**Student Name:** Graduate Student

**SUBMIT**

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[Cancel Request](#)

The staff member will be directed to fill out the docuSign form. The form differs slightly for the grading of thesis/dissertation hours (see **Part I** instructions below) and for the grading of non-thesis options (see **Part II** instructions below).

## **Part I- Master's Thesis and Doctoral Dissertation hours**

If either **master's thesis hours** or **doctoral dissertation hours** is selected on the landing page under the “*class type*” prompt, the form requires that the student's ID number, the course prefix, and the course number be provided, before selecting “finish”.

### **Student Information:**

First Name Graduate Last Name Student

Student ID

### **Course Information:**

Course Prefix  Course Number

### **Grade and Instructor Signature**

Instructor Name \_\_\_\_\_

Final Grade \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Please note that a separate report must be initiated in cases where different course numbers are to be graded (For example, if some dissertation hours were taken as CVEN 8990 and some were taken as EVEN 8990).

The docusign form will then be routed to the instructor of record entered on the landing page. The message below will be part of the e-mail received:

**PRIVATE MESSAGE**

Please review this final grade report (FGR) for dissertation/thesis hours which have been/will be assigned a grade of IP.\*

The final grade for thesis/dissertation hours should be submitted after the defense is completed and the final thesis is accepted by the committee. This grade will be assigned to all instances of such registration.

When work is complete, fill in final grade, sign, and select "finish". The form will route to Graduate School and Registrar for posting.

\*Work with grade of incomplete (I) should be graded via the Registrar's electronic workflow for grade-change once the coursework is complete. The FGR is for dissertation/thesis/project hours where a grade of IP has been/will be assigned.

For students intending to graduate in a given semester, please note posted deadline to resolve incompletes.

Student and course information, along with the instructor's name, will populate in the form, and the instructor must assign a grade from the dropdown box and sign the form via docusign.

**Student Information:**

First Name Graduate Last Name Student

Student ID 101010101

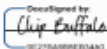
**Course Information:**

Course Prefix EDUC Course Number 8990

**Grade and Instructor Signature**

Instructor Name Chip Buffalo

Final Grade A-

Instructor Signature  Date Signed 6/19/2019

Upon selecting “finish”, the form will be routed to the Graduate School for review and approval, and then to the Office of the Registrar for processing and to be recorded on the student's record. Once the process is completed by the Office of the Registrar, the graduate program assistant or staff member who initiated the form will receive a notification.

## Part II- Non-Thesis Options

For **non-thesis programs** where **music dissertation/thesis project, art practices creative thesis, project, externship, or practicum** is selected on the landing page under the “*class type*” prompt, the form will require additional information. The student’s ID number, the course number, and the section are still required, and the staff member must also provide the number of credit hours and semester and year the course was taken before selecting “finish”. These are required fields.

**Student Information**

First Name Graduate Last Name Non-Thesis Student

Student ID

**Course Information**

Course Prefix  Course Number  Course Section

Credit Hours	Semester	Year
<input type="text" value="2"/>	<input type="text" value="Spring"/>	<input type="text" value="2019"/>
<input type="text" value="0"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
<input type="text" value="0"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
<input type="text" value="0"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>

Total hours to be graded: 2

The fields on the first row in the table are required; if the course was taken over multiple semesters, you may provide additional information on the following rows, providing credit hours, semester, and year. These are optional fields, and the credit hours will be added automatically to provide a total.

Please note that a separate report must be initiated in cases where:

- Different course numbers or section numbers are to be graded
- Different grades are to be assigned
- More than 4 semester/year registrations are to be graded

The docusign form will then be routed to the instructor of record entered on the landing page. The message below will be part of the e-mail received:

**PRIVATE MESSAGE**

Please review this final grade report (FGR) for non-thesis project/practicum hours which have been/will be assigned a grade of IP.\*

The grade may be submitted upon completion of the individual course or credit hours and the grade on the form will be assigned to the listed semester(s) of registration only.

When work is complete, fill in final grade, sign, and select "finish". The form will route to Graduate School and Registrar for posting.

\* Work with grade of incomplete (I) should be graded via the Registrar's electronic workflow for grade-change once the coursework is complete. The FGR is for dissertation/thesis/project hours where a grade of IP has been/will be assigned.

For students intending to graduate in a given semester, please note posted deadline to resolve incompletes.



Student and course information, along with the instructor's name, will appear in the form, and the instructor must assign a grade from the drop down box and sign the form via docusign.

### Student Information

First Name Graduate Last Name Non-Thesis Student

Student ID 101010101

### Course Information

Course Prefix TMUS Course Number 8321 Course Section 900

Credit Hours	Semester	Year
2	Spring	2019
0	N/A	N/A
0	N/A	N/A
0	N/A	N/A

Total hours to be graded: 2

### Grade and Instructor Signature

Instructor Name Chip Buffalo

Final Grade B+

Instructor Signature  Date Signed 6/19/2019

Upon selecting "finish", the form will be routed to the Graduate School for review and approval, and then to the office of the Registrar for processing and to be recorded on the student's record. Once the process is completed by the Office of the Registrar, the graduate program assistant or staff member who initiated the form will receive a notification.