



**INTEROFFICE MEMORANDUM**

*Associate Dean of Academic Affairs*

**TO: ALL MEMBERS OF THE FACULTY**

**FROM: Debbie Ricker, Associate Dean of Academic Affairs** DR.

**DATE: February 25, 2010**

**SUBJECT: Warning Grades – Spring 2010**

The Warning Grade Reporting period will begin on Monday March 8<sup>th</sup> and continue through Friday March 12<sup>th</sup>, 2010. All faculty must submit a Warning Grade Report. This report will either identify specific students in your class that have earned a Warning Grade or it will confirm that you have no Warning Grades to report for your students.

As you know, Warning Grades provide your students with clear notice that their work in your course is, to date, unsatisfactory and improvement in their performance is necessary. By reporting Warning Grades for students in this challenging situation, support services can be immediately mobilized, which may increase the possibility of improved academic performance and retention. In addition, the Warning Grade Reporting period is scheduled prior to the last day to withdraw from a class (Friday, March 26<sup>th</sup>) so that students who have no chance to succeed in a class may officially withdraw from the course and re-take it at another time without penalty.

Warning Grades may be given by faculty to their students in various ways. They may be distributed discretely in class to students using a “Warning Notice” form or a note designed by the faculty member. Alternately, the instructor may choose to mail it to a local address or email the notice directly to the student. Students’ email and local addresses are available from the Student Information Menu on YCP Web. Regardless of the method by which you notify Warning Grade recipients in your class, it is important to clarify for the students the significance of receiving a Warning Grade and the method by which you will convey this warning to them.

In order to provide Warning Grade information to faculty advisors and to prepare reports to be mailed to the parents of financially dependent students, **ALL WARNING GRADE REPORTS MUST BE SUBMITTED ON-LINE USING YCP WEB BY 4:00PM ON FRIDAY MARCH 12<sup>th</sup>, 2010.**

Thank you very much for your help in providing students with this important feedback at a critical time during the semester. Your cooperation is greatly appreciated!

**Instructions for accessing YCP Web, obtaining student information and submitting Warning Grades are listed below.**

Warning grades may be submitted from any personal computer with Internet access. Use your YCP account password and ID. To access YCP Web follow these procedures.

#### **LOGIN TO My YCP**

- In Internet Explorer, navigate to <http://my3.ycp.edu>
- Use your YCP username and password to sign in.
- Click on the tab entitled “**YCP Web**”.
- From the menu choose “**Faculty and Advisors**”.

#### **SUBMITTING YOUR WARNING GRADE REPORT:**

- From the “Faculty Services” submenu, select “**Midterm Grades**”.
- Select the term Spring 2010 from the drop down menu and click “**Submit**”.
- Select your course by its CRN (on your roster) and click “**Submit**”.
- A course roster is displayed.

#### **IF YOU HAVE WARNING GRADES TO REPORT:**

- Please indicate which students in your class have received a Warning Grade by choosing a grade of “**U**” (Unsatisfactory) in the drop down menu for that student. Courses taken as audit or where students have withdrawn are denoted in the “Regis. Status” column. In such cases, the grade column will display “**Not Gradable**”.
- Disregard the columns for “Last Attend Date” and “Attend. Hours”; these are not used for Warning Grades.
- After entering a Warning Grade for those students with unsatisfactory course work, click on the “**Submit**” button at the bottom of the roster.
- **CAUTION:** If there are more than 25 students in your class, some will be listed on a second page. After completing each page, “Submit” must be chosen before proceeding to the next page. Pages are listed as “Record Sets 1-25, 26-n”.
- After you click “Submit”, the course roster is displayed again with the message “**The changes you made were saved successfully**”.
- Please verify that Warning Grades have been entered for the appropriate students. If you detect an error, select the new grade from the drop down box and “Submit” again.
- To enter grades for another course, click “**CRN Selection**” at the bottom of the course roster page.
- When you are finished, click “**Exit**” in the upper right hand corner of the page.

#### **IF YOU HAVE NO WARNING GRADES TO REPORT:**

- Click the “**No Warning Grades to Report for This Section**” box.
- Scroll down to the bottom of the page and click “Submit”.
- If your course roster spans several pages, there is no need to perform this operation on each page. Only one “None ..To Report...” entry is required.
- To enter a Warning Grade report for another course, click “**CRN Selection**” at the bottom of the course roster page.
- When you are finished, click “**Exit**” in the upper right hand corner of the page.

**The absolute deadline for submission of Warning Grade Reports is 4:00 PM on Friday, March 12<sup>th</sup>, 2010.** The on-line grading system will be available beginning Saturday March 6<sup>th</sup> and you may submit a report any time thereafter, prior to the deadline.

Thank you for your cooperation in submitting Warning Grade Reports in a timely way. If you have questions regarding this procedure, please contact the IT Help Desk at 815-1559 or campus extension 1559. For issues regarding academic advising, please call the Academic Advising Center at 815-1531.

**Deadline to submit Warning Grade Reports is 4:00 p.m. March 12<sup>th</sup>.**