

## Midterm grade policy

It is required that you submit grades for students who currently are earning grades of D (including D+, D or D-) or F.

This information will be shared with the Center for Academic and Career Engagement so that students who may need assistance can be identified and contacted. Thank you for using this process to communicate with students who may need this wake-up call.

*Suppose none of the students in your course(s) are earning grades below a C-. In that case, you still need to log in to myWagner and submit a mid-semester grade report, even if it is blank. The course status is initially IP, and turn to NR when you have viewed the roster. This action tells us you went in.*

Here is the procedure for submitting the mid-semester grade report via myWagner:

- Login to myWagner from your internet browser.
- At the top, click on the Faculty-Advisor tab.
- On the left-hand side, under My Course Information, click on Grade Entry.
- Click on View Course List.
- Click on the course number.
- Use the drop-down box to enter grades. Remember, you only need to submit grades for students who earn any "D" or "F" grades. If all students earn grades above D+, go directly to "SAVE" (next step.)
- When finished inputting grades, click on SAVE.
- Repeat these steps to submit grades for all the courses you are teaching.

When you hit "SAVE," the grades are submitted, and an email is automatically sent to the Registrar's Office. The email is generated regardless of changes or no changes made.

You do not need to send another email saying you have submitted your grades.

If you have any questions or experience difficulties submitting your grades, please get in touch with the Registrar's Office at 718-390-3173 or via email at [registrar@wagner.edu](mailto:registrar@wagner.edu). Thank you!