

Entering Transfer grades

Often a teacher will receive a new student in the middle of a semester. The registrar should provide grades for the student. These grades must be entered into the gradebook in order for the student to have a correct semester/final average. It is not necessary to enter individual assignment grades for previous terms; only the term grade is needed.

The point in time the student enters the class will determine what adjustments should be made. The following chart will help in the decision making.

NOTE: "term" = six weeks for gradebook purposes.

Student enters

Beginning of:	Adjust
1 st term	none
2 nd term	1st
3 rd term	1 st and 2 nd

Beginning of:	Adjust
4 th term	SM1
5 th term	SM1 and 4 th
6 th term	SM1, 4 th and 5 th

NOTE: Current term grades should be prorated between the transfer grades and whatever the student earns during the remainder of the term. This should be done in consultation with your campus registrar for the best possible outcome for the student.

Examples:

1. A new student enters class during the second week of the 2nd term; that student will bring a grade for the 1st term which should be entered as an adjustment. Any grades for the partial term (2nd) should be prorated with the student's future work.
2. A new student enters class during the third week of the 3rd term; that student will bring a grade for the 1st and 2nd terms which should be entered as adjustments. Any grades for the partial term (3rd) should be prorated with the student's future work.
3. A new student enters class during the first week of the 4th term; that student will bring grades for the first semester. In this case, only the semester grade should be entered as an adjustment, since the previous terms will be included in the semester grade.
4. A new student enters class during the 4th week of the 6th term; the student will bring grades for the first semester, 4th and 5th terms. Those grades should be entered as adjustments for the proper terms. Any transferred grade for the current term should be prorated with the student's future work.