Frequently Asked Questions about Web Grade and Grading
October 2012, Office of the Registrar

Q. How do I find out the dates for WEB GRADE submission?

A. The dates are posted on the following two sites:
Faculty/Staff-WebGrade: https://www.baruch.cuny.edu/webgrades;
Registrar’s page: http://www.baruch.cuny.edu/registrar/webgrade/;
Additionally, an announcement will come from Dr. Slavin in the Provost’s office
with information about the upcoming dates for grade entry.

Q. I missed the WEB GRADE submission date; how do I submit my grades?

A. You must download your eRoster again, https://www.baruch.cuny.edu/roster/
Record the final grade in pen, sign, date and submit to the Registrar’s office.

NOTE: This will be the only acceptable method of manual grade submission after
the deadline.

Q. What happens if I don’t submit my roster by the deadline?

A. Your Department Chair is notified, and each student in your course(s) will be
assigned a “Z” grade. (“Z” = non punitive, indicates to student “Grade not submitted by
instructor.”)

Q. How do I correct an error after I have submitted my WEB Roster?

A. You must reach out to the Administrative Assistant of your department for a grade
change application. These are to be forwarded to the appropriate Dean’s office for
approval. Once approved, the Dean’s office will forward the sheets to the Registrar’s
office for entry. Students receive an email advising them once their grade has been
changed.

Q. I also work on a different campus; how do I find the grading policy for Baruch?

A. The College grading policy can be found on several sites: the
Undergraduate/Graduate Bulletin, the Registrar’s page, the Faculty Handbook, the WEB
GRADE roster etc. http://www.baruch.cuny.edu/bulletin/;
http://www.baruch.cuny.edu/facultyhandbook/registrar.htm;
http://www.baruch.cuny.edu/registrar/roster.htm; http://www.baruch.cuny.edu/registrar

Q. What if my student asked for a “P” grade?

A. You can only grade the course according to its grading policy and not at the
student’s request.
Q. What should I do if there is a question of academic integrity?

A. You should contact the Office of the Vice President for Student Affairs and Enrollment Management.

If you have any additional questions regarding grading please contact Associate Registrar, Beverley King at (646) 312-1195 or Beverly.King@Baruch.CUNY.EDU.