Progress & GPE Codes Entry

1. Log into IOL and under User Account, click on *Self-Service Home*.
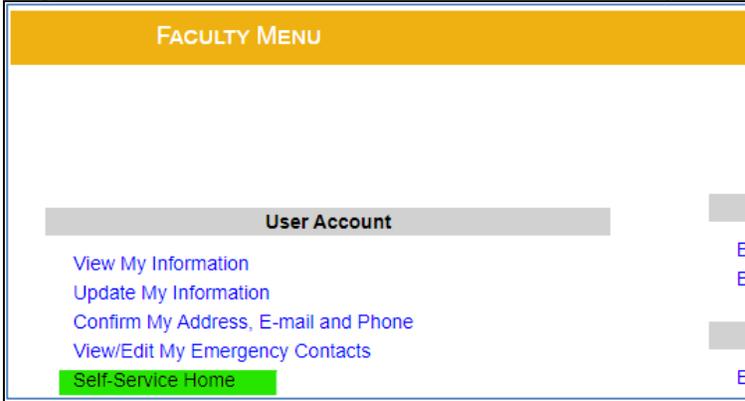
2. Click on *Faculty* to see the course(s) assigned to you.
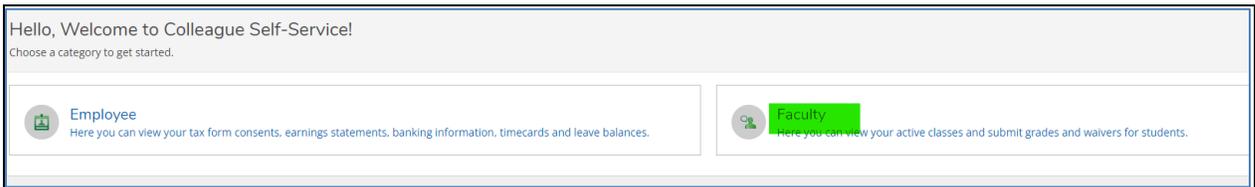
3. Click the individual course to see the class roster for that course.

NOTE: Cross-listed courses will be listed multiple times under each department. However, you only need to choose one of these classes for your entry. All students will be listed under each class list.

4. Click on *Grading* to enter progress/GPE codes.

 ****<u>**Graduates**</u> will be highlighted in <u>**Red**</u> since these are a priority****

5. **Enter progress codes for each student, then submit**. Then go back in to enter GPE codes.

*Please remember to submit often during entry to save your work. **You will be timed out after 1 hour of accessing this screen.** Every time you hit submit, you will have an additional 1 hour of entry time.*

Course Progress Codes Allowed

- **"S"** for satisfactory
- **"I"** for incomplete
- **"U"** for unsatisfactory (student attempted but was not successful)
- **"UW"** for unofficial withdrawal (student <u>initially attended and participated</u>, but stopped attending course)
  - ○ <mark><u>You will be required to enter a Last Date of Attendance</u></mark> box after the student's name in the bottom section of the assign progress codes entry screen

Validation Progress Codes Allowed
- **"S"** for satisfactory
- **"I"** for incomplete
- **"U"** for unsatisfactory (student attempted but was not successful)
- **"W"** for validation not offered in course or student did not attempt validation
  - ○ Use for students who unofficially withdrew unless they attempted validation before they stopped attending

GPE Codes Allowed
4.0 || 3.5 || 3.0 || 2.5 || 2.0 || 0.0

If your student requested an Incomplete – please see the updated incomplete policy

GPE Codes:
- are only for courses, not validations
- are not required for 0 credit courses/assessments
- need to be at least 2.0 for Undergraduate-level courses with an "S" progress code
- need to be at least 3.0 for Graduate-level courses with an "S" progress code

Note: you will have approximately 24 hours after the due date of your progress & GPE codes to make changes. If you attempt to change a progress code or GPE code after this date, you will get an error message stating that the progress code cannot be changed. You must submit a Progress Code/GPE Code Change (available on your IOL menu) in order to change this code.