

## Progress & GPE Codes Key

1. Log into IOL (<https://iol.alverno.edu/>) and under User Account, click on “Self-Service Home”. Click on “Faculty” to see the course(s) in your overview, and the course details.

**User Account**

- What's my User ID?
- View My Information
- Update My Information
- Confirm My Address, E-mail and Phone
- View/Edit My Emergency Contacts
- Self-Service Home**

Manage your courses by selecting a section below

Fall 2021

Section	Times	Locations
B [REDACTED]	M/W 10:10 AM - 12:00 PM 9/1/2021 - 12/8/2021	F [REDACTED] Face to Face

2. Click the individual course(s) to see the class roster(s). You will click on Grading to enter progress/GPE codes.

Roster	Attendance	Census	<b>Grading</b>	Books	Permissions	Waitlist
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**Graduates** will be highlighted in **Red** since these are a priority.

**You should enter progress codes first and submit.** Then go back in to enter GPE codes. You should print the Assign Progress Code class list from your browser for your records.

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.

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.

### **Course Progress Codes Allowed**

- **“S”** for satisfactory
- **“I”** for incomplete --college deadline date can be found on the Academic Calendar at <https://www.alverno.edu/Registrar-Calendars>
- **“U”** for unsatisfactory (student attempted but was not successful)

- “UW” for unofficial withdrawal (student stopped attending course) Note: You will be required to enter a Last Date of Attendance or check Never Attended 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 --college deadline date can be found on the Academic Calendar at <https://www.alverno.edu/Registrar-Calendars>
- “U” for unsatisfactory (student attempted but was not successful)
- “W” for validation not offered in course or student did not attempt validation  
Note: Use for students who unofficially withdrew unless they attempted validation before they stopped attending

**GPE Codes Allowed (Note: GPE codes are only for courses, not validations)**

GPE Codes are not required for 0 credit courses/assessments

GPE Codes for Graduate-level courses with an “S” progress code needs to be 3.0 or higher

**GPE Codes Allowed**

- 4.0
- 3.5
- 3.0
- 2.5
- 2.0
- 0.0
- I - incomplete

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.

**CCON Grading Key *NUR COURSES ONLY***

<u>Grade</u>	<u>Quality Points</u>
A	4.00
AB	3.50
B	3.00
BC	2.50
C	2.00
D	1.00
F	0

**CCON Grades that do not calculate into the GPA**

SP	Satisfactory Progress
UP	Unsatisfactory Progress
I	Incomplete
AU	Audit

W Withdrawn  
NR Not Reported  
TC Transfer Credit  
R Repeated course (counts in the semester and cumulative GPA totals if course carries credit)

**CCON Course Numbering**

300-349	Junior I	350-399	Junior II
400-499	Senior I	450-499	Senior II