



Please enter your grades as close to the end of term as possible to help us better accommodate students who are trying to register for classes.

Incomplete Grades

If you assign an Incomplete, you must submit an Incomplete form. Our policy is to require a student signature on ALL Incomplete forms. You cannot assign an Incomplete in Banner. If you do not turn in the Incomplete form it will show that you are missing grades. **The Incomplete form is due at the same time that your grades are due.**

Change of Grade

If you change a grade after we have rolled grades, then you will have to fill out a Change of Grade form. We are no longer requiring paper rosters; once grades are posted and submitted, you are finished with the grade process.

Positive Attendance

If your class is a Positive Attendance class, then you still have to enter the hours attended. If your class is not gradable, the grade box has the word "None", use the drop down box to change "None" to "UG". Make sure to click the submit button at the bottom of the page. Positive attendance hours are due at the same time that your grades are due.

W Grade (Withdrawal)

Please remember that a **"W" cannot be assigned on your final grade roster**. If a "W" does not already appear on your roster, the student did not drop the course; therefore, you are required to assign the grade the student has earned. There will be no exceptions. Please review page 22 of the current Taft College Catalog for further details.

FW Grade (Failing Withdrawal)

The FW grade is assigned when a student is failing a course, whether for non-attendance and/or non-participation, and fails to officially withdraw from the course or petition for a late withdrawal due to extenuating circumstances. Please be aware that the FW qualifies as a failing grade where a W does not.

Password & Username

Please contact the Academic Records Office immediately if you are in need of a username and password.

How to Post Final Grades in Cougar Tracks

1. Go to **TC Website**
2. Log in to **Cougar Tracks**
3. Choose **Faculty and Advisors**
4. **Final Grades**
5. Choose the correct term
6. Choose class and enter grades

Thank you in advance for your understanding and support. Please do not hesitate to call our office if you need help or have any questions. We are more than happy to assist you!