

# How to use Academic Planning for Grading

You can access Self-Service/Academic Planning via the Registrar's webpage, if you do not already have it bookmarked elsewhere.

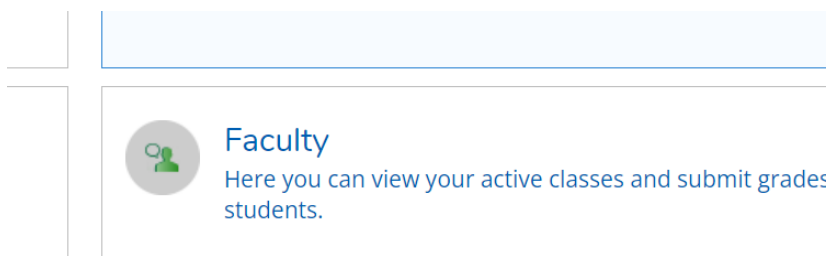
Go to <https://www.hamilton.edu/offices/registrar/for-faculty/faculty-resources> and scroll down until you see the blue Self-Service link under "Academic Planning."

## Academic Planning

Academic Planning is the upgraded tool that provides enhanced advising tools for faculty, and allows you to log in using the link below or from My Hamilton.

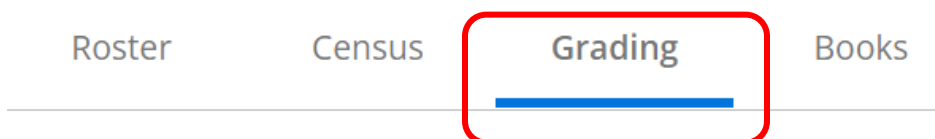


Once you are logged into Self-Service/Academic Planning, click on the "Faculty" box.

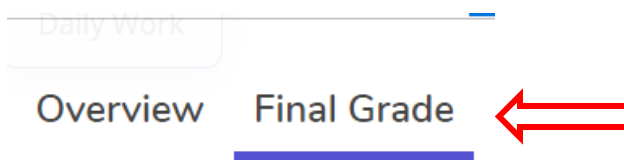


Your courses will display by term. You may need to scroll down to the middle of the page to see the semester that has just ended. Click on the course title to select the course you would like to grade.

Click on the Grading tab in the menu.



And then, click on the "Final Grade" selection.



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Once your course roster displays, you can enter a letter grade or select a letter grade from the pull-down menu that displays. You do NOT need to click “Save” or “Submit” in Academic Planning.

### Regarding Incomplete grades:

- The process is initiated by the student via the [Incomplete Request form](#) found on the Registrar’s webpage.
- If approved by the Chair of the Committee on Academic Standing, the faculty member will receive an email requesting information related to the student’s remaining assignments as well as the faculty member’s acceptance of the request.

You may change grades until the deadline. Refer to the End of Term Procedures email from the Associate Dean of Students for Academics for additional information. After the Registrar’s Office has verified grades, you won’t be able to change the grade in the system. You will need to complete a [Grade Change form](#) which can be found by logging into My Hamilton, clicking on the “Tools” tab, and looking under “Academic Resources.”