

If you are entering grades online, complete this form for students receiving an “Incomplete” or “Withdraw” (I or W). Enter grades online at <http://www.stsregistrar.org/cgi-bin/CBS/cbsinstructorlogin.pl>;

If you are NOT entering grades online (e.g., if you are reporting only one unit of study), complete this form for ALL students in your course within one week of the last class *you teach*. If you were not the instructor for all units, leave the columns blank that refer to the unit(s) for which you are *not* responsible.

**Directions for Instructors to Complete this Form**

1. Enter your name, class location and day, course number (e.g., CBS 100, 200, 300 or 400) and course title (see your teacher guide) at the top of the page, where indicated.
2. Enter *in alphabetical order* the last and first name of each student for whom you are completing this form.
3. For most students, mark “Summer Assignment” as Complete or Incomplete. Mark “Summer Assignment” with a letter grade for students enrolled *for-credit* (matriculated) at STSeminary (A, A-, B+ etc. through F). (See course syllabus for details.)
4. Under “HW Unit 1” mark as Complete for non STS students, or provide a letter grade for STS *for credit* students. *If assignments are missing, indicate which assignments are incomplete by number* (e.g., I.8 for homework unit one, lesson 8). If you are the teacher for units 2 and 3, do the same for Unit 2 and 3 homework in the “HW Unit 2” and “HW Unit 3” columns.
5. Under “Exam 1” indicate the *percentage (preferred)* or letter grade (Pass/Fail or A, A-, B+ etc. for *for credit* students) achieved in the first unit exam. If you are the teacher for units 2 and 3, do the same for unit 2 and 3 exams in the “Exam 2” and “Exam 3” columns.
6. Leave “Scripture Days” columns blank.
7. For each unit, mark “Attendance” as a fraction out of 10 for each unit of study (e.g., 7/10 indicates 7 out of 10 classes *were attended*).
8. For St. Thomas Seminary *for credit* students, indicate the *number of “Integral Challenge”* papers completed and the **average of the grades achieved on IC papers** (E.g., 5 papers; 93% average).
9. Enter a grade into the “Course Grade” column as follows: W = dropped (withdrew before end of year—a *form is required for STS students*); I = “Incomplete” if not all classroom requirements are met at level required—*form required for STS students*; P = Passed; NP= Not passed. **Enter letter grades (A through F) only for St. Thomas Seminary students** who are enrolled for academic credit and who have completed all assignments. (See course syllabus for grading parameters.)
10. **Sign the bottom of each page** of this form, then return (with student nametags and group folders) to: BJ Daly Horell, Archdiocesan Center at St. Thomas Seminary, 467 Bloomfield Ave., Bloomfield, CT 06002. Or scan and send an electronic copy by email to catholic.biblical.school@aohct.org.

#	Last Name	First Name	Summer Assignment	HW Unit 1	HW Unit 2	HW Unit 3	Exam 1	Exam 2	Exam 3	Integral Challenge Papers	Scripture Days-- office use	Attendance Unit 1	Attendance Unit 2	Attendance Unit 3	Course Grade
1															
2															
3															
4															
5															

Instructor Signature and Printed Name: \_\_\_\_\_

Date \_\_\_\_\_

#	Last Name	First Name	Summer Assignment	HW Unit 1	HW Unit 2	HW Unit 3	Exam 1	Exam2	Exam 3	Integral Challenge Papers	Scripture Days-- office use		Attendance Unit 1	Attendance Unit 2	Attendance Unit 3	Course Grade
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																
24																
25																
26																

Instructor Signature and Printed Name: \_\_\_\_\_

Date \_\_\_\_\_