

UIUC Web for Faculty

GRADE ENTRY INSTRUCTIONS – Honors-Designated Sections

Honors-Designated Sections:

These are sections specifically approved and designated for honors credit. *All* students enrolled in the section are pursuing honors credit. (See example below.)

Sociology 100 Section Information

CRN	Type	Section
34920	discussion-recitation	ADF
James Scholars, and UIUC Social Sciences course. Restricted to Freshmen James Scholars.		
35242	discussion-recitation	ADG
UIUC Social Sciences course.		
35242	lecture	AL1
UIUC Social Sciences course.		

Submitting Grades:

To submit grades, instructors simply assign a Standard Letter Grade:

(ie: A+, A, A-, B+, B, B-, C+, C, C-, etc)

Students will automatically receive the honors notation if the grade assigned is a B- or higher. This substitution occurs in the system. Instructors cannot opt out of the honors notation, as the substitution will apply to all registered students.

For example, when the instructor enters a letter grade of **A** for a student who is registered in an honors-designated section, the **AH** grade will print on the UIUC transcript.

Note: On the Final Grades Entry screen, the Registration Status will NOT read 'Registered Honors'.

Please contact your department if you have questions regarding the setup of the honors section you are teaching.

For more information on Grades:

<http://www.oar.uiuc.edu/staff/records/grades.html>

Need Help?

Contact OAR - Academic Records

Call: 217-333-9774

Email: record-info@uiuc.edu

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GRADE ENTRY INSTRUCTIONS - Honors Credit Learning Agreements

Honors Credit Learning Agreements (HCLA):

An undergraduate student may take a course (not specifically designated as honors) for honors credit through an Honors Credit Learning Agreement. Successful completion of the agreement will be noted on the student's permanent record in the same manner as any officially identified honors course, with an "H" appearing beside the final grade on the UIUC transcript.

In Web Self-Service, a student with an instructor approved HCLA will display on the Final Grade Entry as "Registered Honors": See Record Number 157.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
151	Student151	111111111	3.000	**Web Registered** Aug 23, 2006	A A+ A+H A-	N			326
152	Student152	222222222	3.000	**Web Registered** Jun 14, 2006	A-H ABS AH	N			266
153	Student153	333333333	3.000	**Web Registered** Apr 06, 2006	B B+ B+H B-	N			15
154	Student154	444444444	3.000	**Web Registered** Jun 05, 2006	B-H BH C	N			249
155	Student155	555555555	3.000	**Web Registered** May 04, 2006	C+ C- D	N			207
156	Student156	666666666	3.000	**Web Registered** Apr 18, 2006	D+ D- DFR F	N			90
157	HCLA_Student	777777777	3.000	Registered Honors Aug 28, 2006	None	N			288
158	Student158	888888888	3.000	**Web Registered**	None	N			98

Submitting Grades:

If the student **has met** the conditions of the HCLA, select an **Honors** Grade:

A+H AH A-H B+H BH B-H

If the student **has NOT** fulfilled the agreement of the HCLA and is not eligible to receive honors credit, select a Standard Letter Grade:

A+ A A- B+ B B- C+ C etc

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