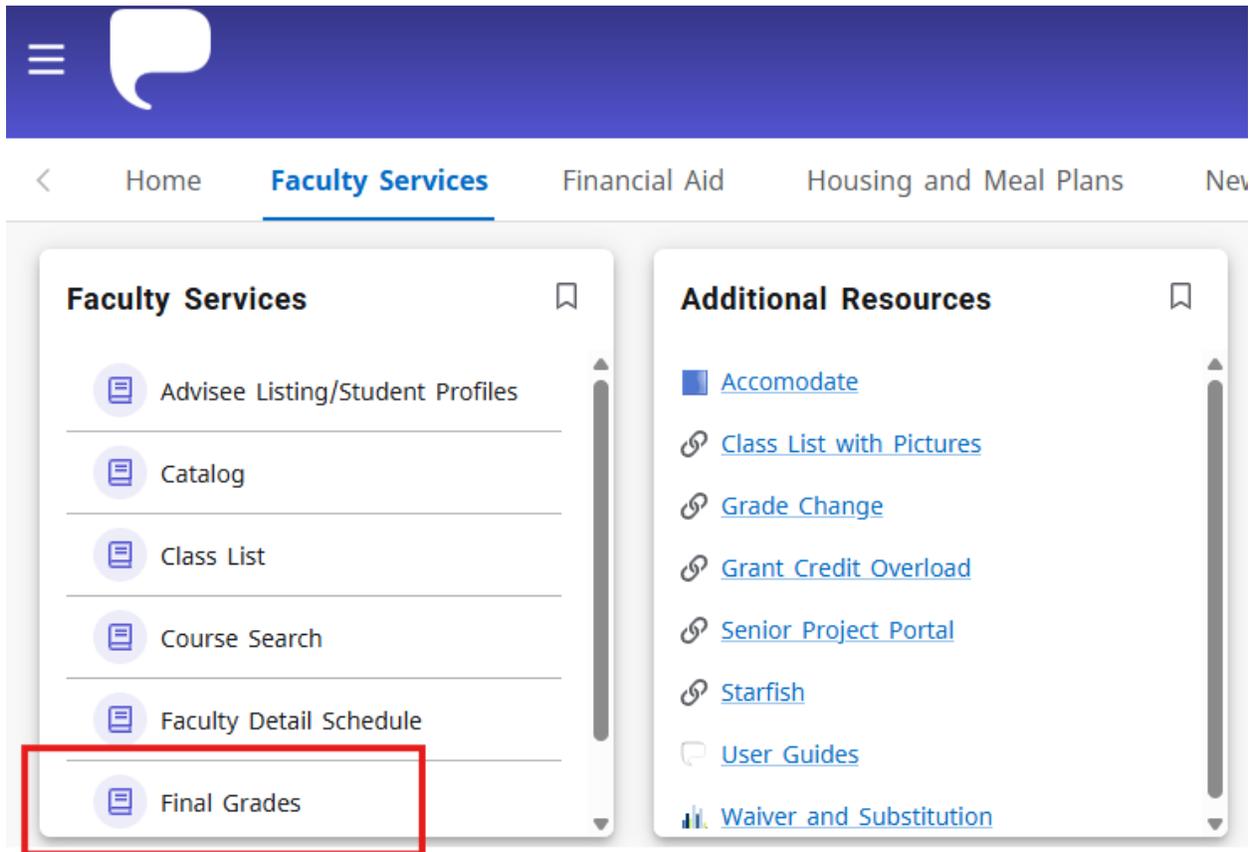




## Submitting Final Grades

### Accessing Final Grades

1. Go to [purchase.edu/faculty-and-staff/](https://purchase.edu/faculty-and-staff/)
2. Click **Academics**
3. Click **MyHeliotrope** and login with your Purchase College ID and password
4. Click **Faculty Services**
5. Click **Final Grades**



6. Select the course you want to assign grades for from your list of courses.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades							
My Courses							
Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	In Progress	CIN - Cinema and Television Studies	2200	0	Music Video & Popular Culture	202460 - Spring 2025	60607
Not Started	Not Started	CIN - Cinema and Television Studies	1510	0	Intro to Cinema Studies II	202460 - Spring 2025	65736

Records Found: 2

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## Submitting Final Grades

### Entering Final Grades

Once you are on the grade submission screen, you may begin submitting final grades for enrolled students by selecting the grade for each student from the dropdown menu. You may enter grades for multiple or all students before clicking **Save**.

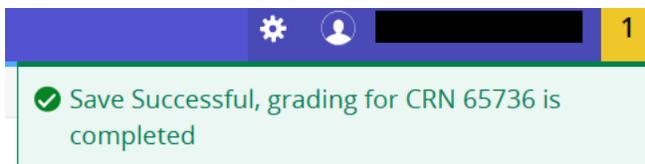
You do not need to enter anything in the fields for Last Attend Date unless assigning a grade of WF (student stopped attending but did not formally withdraw).

Full Name	ID	Final Grade	Rolled	Last Attend Date
[REDACTED]	[REDACTED]	A		
[REDACTED]	[REDACTED]	B+		
[REDACTED]	[REDACTED]	A		
[REDACTED]	[REDACTED]	B-		
[REDACTED]	[REDACTED]	C		

If assigning a grade of “I” for “Incomplete,” you will automatically be brought to the tab where you must enter the incomplete resolution date for this student. The date is set to the last day to resolve incomplete grades for the term by default. You may either change the date or enter one of your choosing prior to the incomplete resolution deadline. You can navigate back to the full list of enrolled students to continue assigning grades by clicking the **Roster** tab.

Full Name	ID	Grade	Incomplete Final Grade	Rolled	Extension Date	Extension Date Constraints
[REDACTED]	[REDACTED]	I	F		06/10/2025	

When all grades have been entered, click **Save**. You will receive the following confirmation pop-up in the top right corner of the window:



If you have any questions about submitting final grades that are not answered here, please contact the Registrar’s Office at (914)251-6361 or [Registrar@purchase.edu](mailto:Registrar@purchase.edu).