Submitting Verifications and Grades in the Academic Records Integration Tool

The Academic Records Integration (ARI) tool is how instructors at College of DuPage submit critical information about their students, including whether or not they've attended class and how they are performing. There are several required entries throughout the term. Learn more below:

▶ Roster and Midterm Verifications

What Is Roster Verfication?

In compliance with state and federal regulations, faculty must report whether students have participated in their courses. This supports Title IV compliance and accurate census reporting. It also helps reduce the risk for financial and academic penalties for those students who are not immediately engaged in their classes.

What to Report

Accepted entries for Roster Verification are:

Y **N**

Entries should be left blank for dropped students. Select Never Attended or enter the last date of attendance.

● Support for Roster Verification

What Is Midterm Verification?

Section 1501.507 of the Illinois Public Community College Act requires that instructors assess the student's pursuit toward completion at the midpoint of the class. This certification of progress is used to determine funding from the State of Illinois.

● Support for Midterm Verification

What to Report

Accepted entries for Midterm Verification are:

Y **N** **W**

A W will withdraw the student from your course and requires entering the last date of attendance . If you plan to use this option, it is advisable to notify students.

▶ Quarter and Midterm Grades

Why Report Quarter and Midterm Grades?

Utilization and Sharing of Quarter & Midterm Grades

Students can see their quarter and midterm grades in the Chap App or MyAccess. This allows them them to review their overall progress during the semester.

Additionally, Counselors and Navigators have access to these grades and can reach out to struggling students to offer support and share resources. Faculty are encouraged to collaborate with counselors and navigators for such interventions.

▶ What to Report

Faculty can either use traditional letter grades or S for Satisfactory and U for Unsatisfactory. Accepted entries are:

A B C D F OR **S U**

The S designation represents the A/B/C range, the U the D/F range. Selecting the S or U grade for your students does not mean that you can't give grades on assignments.

● Support for Quarter and Midterm Grade Entry

▶ Final Grades

What to Report

Accepted entries for student final grades are:

A B C D F I S

- S grades can only be issued to students with a Satisfactory/Fail contract or to students enrolled in courses that must be graded Satisfactory/Fail.

- Students being issued an F grade, and those with W grades at midterm must be assigned a Last Date of Attendance.

- I grades can only be issued to students who meet the minimum requirements and have an Incomplete contract. An expiration date and last date of attendance must also be entered for incomplete grades.

● Support for Final Grade Entry

Find Support

- Academic Records Integration FAQ
- Learning Technologies : learningtech@cod.edu
- Grades Department: gradesdept@cod.edu