

On-line Grading at Clarke University

Presented by Kristi Bagstad, Registrar

Grading

- ▶ **Midterm grades** are not included on a student's transcript. They are an indicator of academic progress. Midterm grades are not required for TimeSaver or graduate classes.
- ▶ **Final Grades** are permanent and recorded on a student's transcript.
- ▶ Grades are due the Tuesday following the last day of class.
- ▶ Students are only able to see final grades once the registrar's office completes the posting process. We run the posting process on the grading due date.

Grading Scale

A	(4.00 pts.) Outstanding performance
A -	(3.67 pts.)
B+	(3.33 pts.)
B	(3.00 pts.) Above average performance
B -	(2.67 pts.)
C+	(2.33 pts.)
C	(2.00 pts.) Average performance
C -	(1.67 pts.)
D+	(1.33 pts.)
D	(1.00 pts.)
D -	(0.67 pts.) Passing but less than satisfactory performance
F	(0.00 pts.) Failure — Minimal achievement level not met
FA	(0.00 pts.) Failure due to non-attendance
S	Satisfactory: C- or higher grade
U	Unsatisfactory: D+ or lower grade
W	Withdrawal
I	Incomplete
AU	Audit

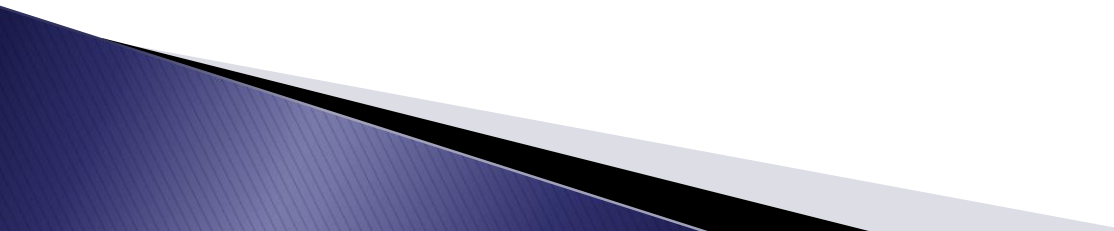
Satisfactory/Unsatisfactory Grades

- ▶ If a student elects to take a class as Satisfactory/Unsatisfactory (SU), enter a grade. The database converts it to S or U on the student record.
- ▶ A “C-” or higher converts to an “S”.
- ▶ A “D+” or lower converts to a “U.”
- ▶ S/U grades do not factor into a student’s grade point average.
- ▶ Instructors should not know if a student is taking the class for S/U. The instructor does not sign the form; just the academic advisor.

Failure to Attend “FA” Grade

- ▶ If a student stops attending before the withdraw deadline, send a flag using Starfish. This important intervention should prevent you from having to assign an “FA” grade for a student.
- ▶ Assign an “FA” grade to a student who is still on your roster but stopped attending class. This student did not follow through with the withdrawal process or stopped attending after the withdrawal deadline.
- ▶ Enter the last date of attendance for a student who earned an “FA.” An accurate date is important for the student’s financial aid.

Withdrawal Grades

- ▶ The student must submit a withdrawal form to the registrar's office by the deadline on the academic calendar. The registrar's office will notify the instructor by email.
 - ▶ Enter a withdrawal grade of "W" on the MyInfo grading screen.
 - ▶ Last day of attendance is also required for withdrawal grades.
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Incomplete Grades

- ▶ The student must complete a request form and submit it to the instructor by the last day of class attendance. See pages 73 of the 2018-2019 catalog for Incomplete grade policy.
- ▶ Documentation of the reasons leading to the Incomplete must be submitted along with the form.
- ▶ The incomplete form, as well as other forms, are online at www.clarke.edu/registrar/forms

MyInfo Grading

Faculty

Grading

Select midterm or final grading, then select your grading roster and "Submit."

Final or Midterm/Intermediate Grading

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	ENGL-215-1 British Literature	08/27/07	12/13/07	CBH	205B	02:00PM - 02:50PM	MWF	C	2007/FA

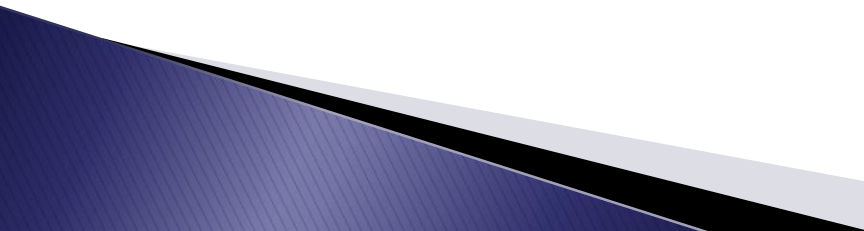
SUBMIT

MyInfo Grading

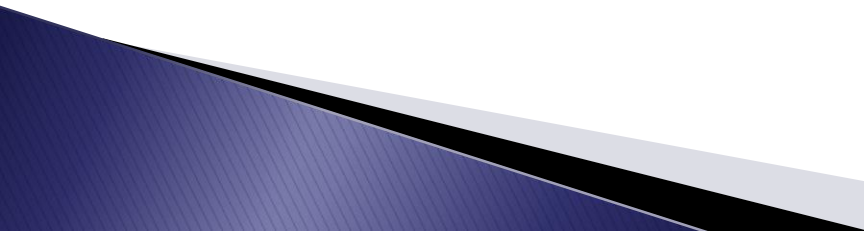
Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
N	WP		10/01/2007	<input type="checkbox"/>		1	3.00		
N	FA		11/03/2007	<input type="checkbox"/>		3	3.00		
N							3.00		
N							3.00		
N							3.00		
N	B			<input type="checkbox"/>		1	3.00		

The "Name" and "ID" columns are omitted from this documentation for confidentiality purposes.

A few tips

- ▶ Your grade rosters should be correct since they were verified at the start of the semester or session. If not, contact the registrar's office. Don't leave blanks. All students must earn a grade.
 - ▶ When grading a cross-listed class, choose one section (i.e. RELS 100-1 or RELS 100-6) and enter all grades on one roster.
 - ▶ Don't use the "Expire Date" or "Never Attended" columns.
 - ▶ Be sure to "Submit" your grades after entering them.
 - ▶ After submitting the grades, return to the MyInfo menu and then go back into the "Grading" form. Double check to make sure your submission worked and is accurate.
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Grade Changes

- ▶ If final grades haven't been posted yet, you can enter the grade change by logging back into your MyInfo account and accessing the "Grading" link.
 - ▶ Grade changes needed after the posting process should be submitted via email to your dean for approval. Only grade changes due to calculation errors will be approved.
 - ▶ Include course number, title, student's name, corrected grade and an explanation for your request.
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Grade Challenges

- ▶ STEP 1: If a student wishes to dispute a final grade the first step is to discuss the problem with the instructor and work to resolve it.
- ▶ STEP 2: Involve department chair in the discussion.
- ▶ STEP 3: Written appeal to Vice President for Academic Affairs within the first four weeks of the next semester or session (2 weeks for accelerated courses.)
- ▶ STEP:4 Involve Education Policy Committee Chair who will select a panel from its membership. The decision of the panel is final.

This information is from page 73 of the catalog.