GEORGETOWN LAW

Grading Instructions for Spring 2026 Experiential Learning Courses

Grading Deadlines:

- Week One Exam Courses (Take Home Exams Friday, January 16, 2026 - Friday, January 23, 2026) **Grades due Thursday, February 12, 2026, by 5:00 PM ET**
- Week One Paper Courses (Papers Due Friday, January 30, 2026) **Grades due Monday, February 23, 2026, by 5:00 PM ET**
- Week One Paper Extensions (Papers due by Saturday, January 31, 2026 - Tuesday, May 5, 2026) **Grades Due Wednesday, May 20, 2026, by 12:00 PM ET**
- Mini Course Exams (Tuesday, March 10, 2026 - Tuesday, March 17, 2026) **Grades due Monday, April 6, 2026, by 5:00 PM ET**
- All Final Exams and Papers (Papers due Tuesday May 5, 2026): **Grades Due Wednesday, May 20, 2026, by 12:00 PM ET**
- Paper Extensions (Papers Due Wednesday May 6, 2026 - Friday May 29, 2026): **Grades due Friday, June 26, 2026, by 5:00 PM ET**

Penalty for Late Grade Submission:

Several years ago, full-time faculty members voted to impose on themselves a stiff penalty for late submission of grades. Because of the mandatory curve, there is a three-day grace period following the initial grades deadline. The penalty on the fourth day will be $400, and an additional $100 penalty will be imposed for each additional day that the grades are submitted late. Please note that while the monetary penalty does not apply to visiting or adjunct faculty, the grading deadlines are the same for full-time, visiting, and adjunct faculty members. Please be sure to submit your grades by the deadline.

Please use the following instructions to assist you in entering raw scores and final grades using the online grading system.

DUO Enrollment/Installation:

You need to be enrolled in the Georgetown DUO Application and have the app installed on your smartphone in order to log into GU Experience. From GU Experience, you will be routed to the new grading platform where you will enter your grades. Below are instructions for enrolling in DUO and logging into GU Experience using the DUO app. You can enroll in, install, and set up DUO on your smartphone by accessing the link here. If you still experience difficulty, please contact the Capitol Campus Help Desk at 202-662-9284 or **caphelp@georgetown.edu**.

Grade Reporting Process

The online grading system requires faculty to enter and submit raw scores and final grades in GU Experience through the grading portal. All grades are due by the dates and times listed above.

Entering Grades:

1. Log into GU Experience by navigating to guexperience.georgetown.edu and clicking the Login button.
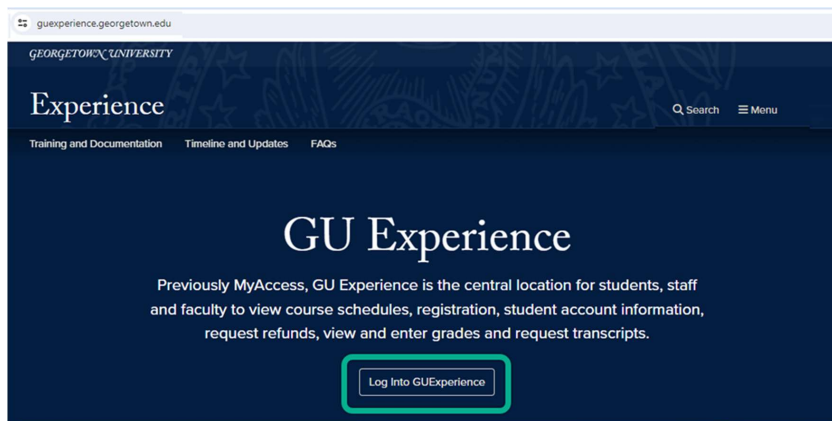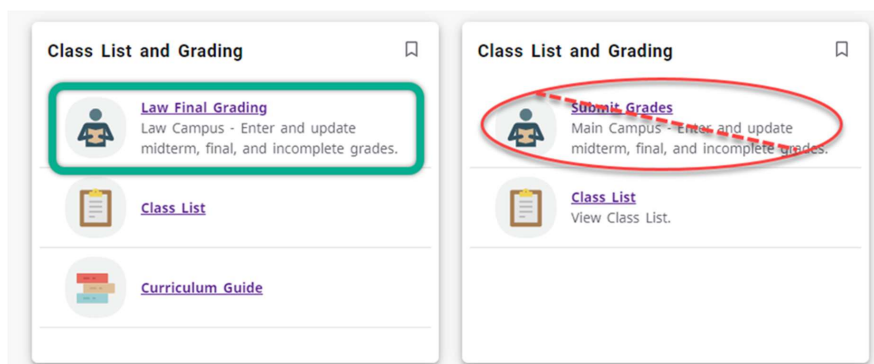
2. You will be asked to sign in with your NetID and password. Please remember to safeguard your password as you would your bank's PIN number. This password also accesses your employee information in GMS. If you have trouble logging in, please contact the Law Center Help Desk at caphelp@georgetown.edu or 202-662-9284. Two-Factor authentication is enabled so you will be required to approve access using your registered mobile device.
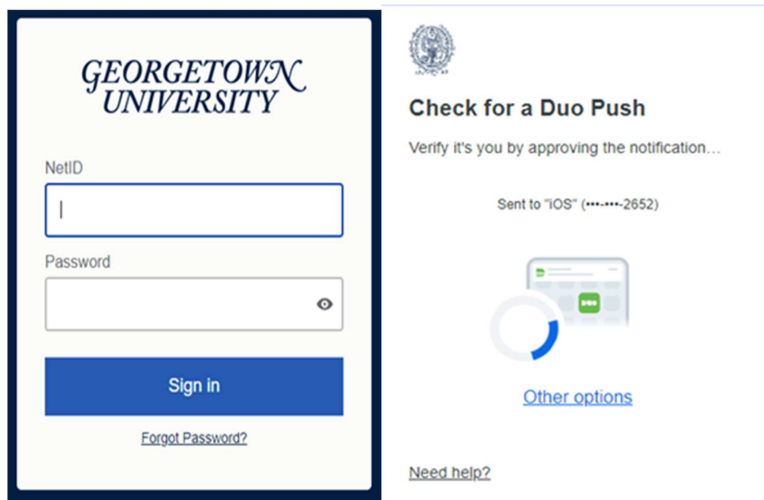
3. You will be directed to the GU Experience Homepage. From here, click Open Faculty Dashboard to view all cards within the faculty category.
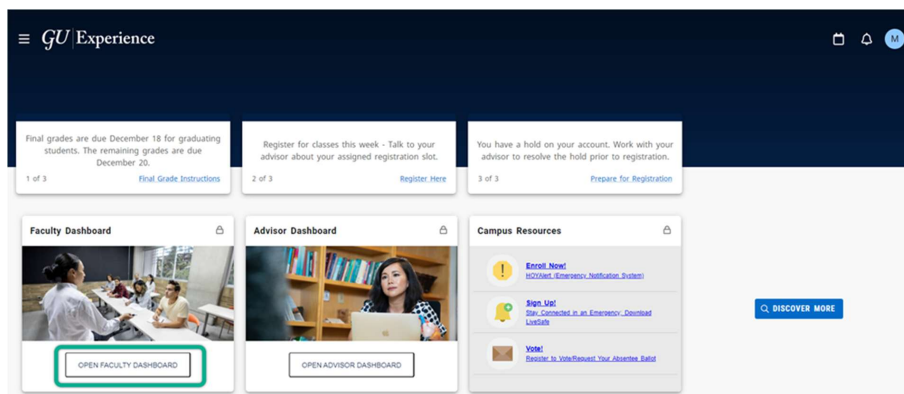
4. Find the card entitled "Class List and Grading," and click the first link (Law Final Grading) to enter students' raw scores. Note that you must enter raw scores before you are able to view their identities and finalize their grades. If you also teach courses on the main campus, you will see a card for Main Campus Grading with a link to Submit Grades. Do **not** select that card for Law Courses.

5. You will be directed to the grading platform and will be asked to sign in one more time with your Net ID and password.

6. On the welcome page, you will see all the courses that you are teaching in the current term.

Welcome, ▓▓▓▓▓!

Listed below are the courses for which you have been identified as the primary grader. Please note that the options available for each course will vary depending on the current stage in the grading workflow.

After you electronically submit your raw scores, you will be able to view student names and the corresponding exam numbers. You will then have the opportunity to either: (1) confirm your raw scores are your final grades or (2) adjust your raw score grades before submitting your final grades to the Office of the Registrar.

IMPORTANT! It is critical that you **NOT** tell students their grades until AFTER the final grades have been approved and the status line indicates that the grades have been uploaded to Banner.

YOUR COURSES					9
TITLE	CLASS LEVEL / DISTRIBUTION TYPE	BLIND GRADED?	CURRENT STATUS	GRADING DUE DATE	
~Skills Development (LAWJ-0518-081) 22672 (12) Students Enrolled	Upperclass - UP10-29 Class	No	**Initial Grading Phase** This course is awaiting initial grade assignments by the grading instructor.	01/07/2021 05:00 PM	Assign/Edit Grades Grade Grads Separately

- Most experiential learning courses include a main section (ex. Federal Legislation Clinic) and subsections (ex. Skill Development). The main (header) section does not need to be graded; placeholder (NG) grades will be posted by the Office of the Registrar. Please only submit grades for subsections.

7. Choose a course and click **Assign/Edit Grades**.

- Please be sure to check that you see the CRN for each subsection. You should enter the grades for one subsection, then come back and do the other subsection. You can switch between subsections by returning to the welcome page by using the back button.

Enter Final Grades

1. To assign a final grade, choose a letter grade from the **letter grade** menu for each student.

Final Grading Phase
Intl Assist for Global Health (LAWJ-802-8) 20815

Back | Check Conformity

📝 **Grading Details**
Due Date: **06 Nov 2020**

Grade | History

Show Copy/Paste Import Panel

ID / NAME	RAW SCORE	LETTER GRADE	NOTES	BEST EXAM/PAPER	PUBLISH TO LIBRARY
	80	B+		☐	☐
	80	B-		☐	☐
	a	A-		☐	☐

Recent Notes

Thursday, October 22, 2020 2:26 PM Final Grading Phase -

For a complete list of notes related to this courses grading process click the History tab under Grading Details.

Course Details

Final Grading Phase
The initial grades for this course have been converted from BlindID to Student name. You now have the opportunity to input and adjust grades for class performance and submit your final grades.

Term: Fall 2020

There is no save button on the screen. Your work is saved as you are entering it on the page. Once you have entered all final grades, click **"Check Conformity"** to make sure that your grades are following the current curve.

2. If your grades meet conformity based on the curve associated with your course, you will receive a message stating that your grades are "In conformity with required grading guidelines".

3. You will also see a breakdown of your grade distribution in comparison to the recommended distribution. The mandatory ceiling mean GPA (if applicable), along with the mean GPA for your class, will also be displayed. You may now click "**Submit Final Grades**".

# ENROLLED STUDENTS	GRADE	COUNT	RECOMMENDED DISTRIBUTION	ACTUAL DISTRIBUTION	MANDATORY CEILING (MAX MEAN CLASS GPA)	ACTUAL MEAN (CLASS GPA)
	A+	1	2% / 0	16.667%		
	A	3	36% / 2	50%		
	A-	1	32% / 2	16.667%		
1-9	B+	1	21% / 1	16.667%	N/A*	3.89
	B	0	6-9% / 0-1	0%		
	B- to F	0	0-3% / 0 / 0	0%		

4. If your grades do not follow the approved curve guidelines, you will receive a notice that your grades are "Not in conformity with required grading guidelines". The system will also display the reason why you are not in conformity. To make the necessary grade adjustments, click the "back" button and you will return to the final grading phase. Once you have completed the adjustments and confirmed grade curve conformity, you may click "**Submit Final Grades**". If your subsections are Pass/Fail sections, you will see a P, F, or an H in the dropdown section to post those grades.

Check Course Conformity
Est Plan: Income Tax y (LAWG-0868-010) 13646

Course Conformity Report

NOT IN CONFORMITY WITH REQUIRED GRADING GUIDELINES

- No upper-level class, regardless of size or type, may have more than 2 A+ grades awarded.

- A+ expected to be less than 2%
- B expected be at least 6%
- All B- to F grades expected to be less than 3%

Course Details

(FINAL GRADING PHASE)
The Initial Grades For This Course
Have Been Converted From BlindID
To Student Name. You Now Have
The Opportunity To Input And
Adjust Grades For Class
Performance And Submit Your
Final Grades.

Semester: Fall 2020

Entering Partial Grades

1. With experiential courses, you are allowed to enter partial grades for your course in batches. This will allow you to submit some grades first and the rest later. This would usually be the case if you have allowed paper extensions for some of your students.

2. Enter grades for the students you would like to grade and once done, click the "**Check Conformity**" button.

The conformity report associated with your course will display, note that because not all grades are entered, the message "Not in conformity with required grading guidelines" will display but the system will allow you to submit those grades by clicking on the "**Submit final grades (partial)**" button.

Please note that the curve will still apply to the entire class. For example, if you distribute all the As allowed in your class during the first batch of grades, you will not be allowed to give any more A grades to the remaining students.

3. You will be asked to confirm that you would like to submit a partial list of your final grades. Click "Yes".

4. Then you will return to the Faculty home page. You will notice that your course has been split into two batches.

5. When you are ready to submit the rest of your grades, please click on "Batch:2". You will be allowed to submit your grades in as many batches as needed. Please keep in mind that the curve will be applied to the entire course.

Assign Best Exam/Paper Designation

Faculty members are encouraged to identify the best exam/paper for each course. There is no limit to the number of best papers that can be selected. To make this selection, click on the "Best Exam/Paper" check box located to the right of each paper. Papers are not published on the Library's website. Therefore you do not need to check off the "Publish to Library" box.

Making Changes to your Final Grades

Prior to the Grades Deadline: Up until the final submission of your grades to the Office of the Registrar, you may make changes online. Once you have submitted your grades, you will not be able to make any changes and your grades will be posted for students to view.

After Grades Are Posted: Per the Student Handbook (p. 20), a faculty member may change submitted grades only upon ***written proof of a demonstrable mechanical, transcription, or procedural error*** in the reporting process Faculty members ***are not*** allowed to change a grade based on reassessment of the quality of a student's examination or paper. If you have discovered a demonstrable clerical error in your grading, you will not be able to make the change online via the grading platform. In order to request a grade change based on a demonstrable clerical error, you must contact the Office of the Registrar at lawreg@georgetown.edu, and provide details of the error in reporting the grade. Please do not communicate a grade change to the student unless the Registrar has approved the change.

Assistance Via Phone and Email

If you need assistance entering your grades, please contact us at 202-662-9220 during business hours or lawreg@georgetown.edu and we will respond as soon as we are able.

Please note that the Office of the Registrar staff will not be able to submit grades for you online because we cannot impersonate you in GU Experience. You should not share your GU Experience password with others. Handle your online grading access the same way you would handle access to your personal information.

Grading Policy

Georgetown Law's mandatory curve guidelines are provided below.

Mandatory 1L Course Curve

Grade	Recommended Target (+ Mandatory Min-Max)
A+	1% (0-2%)
A	17% (17-19%)
A-	20% (19-21%)
B+	39% (39-43%)
B	23% (15-25%)
B- to F	0-5%

Classes of fewer than 90 students may exceed or fall below the specified range for A and A- grades by one student. At least one A+ may be awarded per first-year class, regardless of class size. This Mandatory Curve applies to all first-year required courses, including the Evening Division sections of Criminal Justice and Property taken during the second year of the evening program.

Recommended Upper-Level Course Curve with Mandatory Ceilings

# Enrolled Students	Non-Mandatory (Recommended) Distribution	Mandatory Ceiling (Max Mean Class GPA)
1 – 9	A+ (2%) B+ (21%)	N/A *
10 – 29	A (36%) B (6-9%) A- (32%) B- or below (0-3%) Yields GPA: 3.67	3.80
30+	A+ (1%) B+ (33%) A (19%) B (14-19%) A- (28%) B- or below (0-5%) Yields GPA: 3.50	3.60

* All clinics and practica, regardless of size, have a 3.80 mandatory ceiling.

Grade of A+

- The grade of A+ will be awarded 4.33 GPA points.

- For 1L courses, where the curve is mandatory, there is a target of 1% A+ and an allowable range of 0-2% A+. At least one A+ may be awarded per 1L class, regardless of class size.

- No upper-level class, regardless of size or type, may have more than 2 A+ grades awarded.