GEORGETOWN LAW
Grading Instructions for Spring 2019 Paper Courses

Grading Deadlines

- Week One Exam Courses (Take Home Exams Friday, January 18, 2019 – Friday, January 25, 2019): Thursday, February 14, 2019 by 5:00pm
- Week One Paper Courses (Papers due Friday, February 8, 2019): Grades due Tuesday, March 5, 2019 by 5:00pm
- Week One Paper Extension (Papers due Saturday, February 9, 2019 through Tuesday, May 14, 2019): Graduating Students Friday, May 17, 2019 by NOON; Non-Graduating Students Friday, May 17, 2019 by NOON
- Mini Course /Bookend Exam Courses (Take Home Exams Friday, March 22, 2019 - Friday, March 29, 2019): Monday, April 8, 2019 by 5:00pm
- *Graduating Students (Papers due Monday, April 29, 2019): Friday, May 17, 2019 by NOON
- Non-Graduating Students (Papers due Tuesday, May 14, 2019): Friday, May 31, 2019 by NOON
- Paper Extension (Papers Due Wednesday, May 15, 2019 through Monday, June 10, 2019): Grades due Friday, July 5, 2019 by 5:00pm

Grade Reporting Process

The Banner student information system requires faculty to enter and submit raw scores and final grades online via MyAccess. All grades are due by on the dates listed above.

Through MyAccess, you will:
1. Enter and submit final course grades.
3. Review the grade distribution (curve) for your course.

We ask that you return all original exams and papers to the Office of the Registrar. These papers will be made available to students during the Exam Review periods. Please be aware that the Registrar’s Office will not retain a copy of these papers after they have been returned to students.

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. For graduating students’ grades, there is a penalty of $100 per day for each day that grades are turned in after the deadline (no grace period). For non-graduating students, there is a three-day grace period following the deadline; the penalty on the fourth day would be $400, and an additional $100 penalty would 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 instructions on the following pages to assist you in entering final grades using the MyAccess online grading system.
Log into MyAccess (http://myaccess.georgetown.edu/)
Click on the MyAccess link in the Faculty section.

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, including your payroll and contact information. If you have any trouble logging into MyAccess, please contact the Law Center Helpdesk at lawhelp@georgetown.edu or 202-662-9284.
Enter Final Grades

➢ To enter final grades, click on the blue Faculty Services tab at the top of the page, and then click on Final Grades.

➢ Select the current semester and click Submit.

Important: The “Non-Credit” terms are not used by the Law Center.

Example:

Select the current term from the drop-down box.

Choose a course and click Submit.

If your course is cross-listed (has separate sections for JD students and LLM students), there will be two separate course numbers. Please be sure to check that you see the CRN for each section. You should enter the scores for one section, then come back and do the other section. Please note that you will be able to view the grade distribution for each of the cross-listed sections of the course as well as the combined grade distribution for the entire course.
Above: *Intl Civil Litigation* is cross-listed, so two sections appear. In this case, 13601 will correspond to the LL.M. section and 14121 to the J.D. section. You will be able to see more information about each section once you click **Submit**.

If your course has a WR and a paper section (i.e. 3-credit and 2-credit sections of the same course), there will be two separate course numbers. One course number will be for the 2-credit paper section and one course number will be for the 3-credit WR section. Please be sure to check that you see the CRN for each section. You should enter the grades for one the section, then come back and do the other section. Please note that there will be a separate grade distribution for each of these sections of the same course.

To switch between sections, click on the Faculty Services tab, and then on the **Selection Course Number (CRN) Selection** link. This will give you a drop down menu of all of your courses. MyAccess will display your class list. Some students may have special circumstances:

- **Requires Early Grading**: If “Requires Early Grading” appears in the Message column as shown below, that student is **graduating this semester**. Consult the Registrar’s grading deadlines for the graduating students’ deadline. You can leave non-graduating students’ grades blank while you complete the graduating students’ grades, or you can do them all together.
To assign a final grade, choose a letter grade from the Grade menu for each student.

MyAccess will log you out after 60 minutes of inactivity unless you save your work by clicking the Save button. You do not have to enter all of your grades at once.

Once you have entered all final grades, click Submit to send them to the Registrar’s Office. You will not be able to make further changes.
JD Courses: If your course is taught on a mandatory Pass/Fail basis, you will see those options as shown below instead of standard letter grades. **Note:** This grading option is only available to select courses.

Graduate-Level Courses: If your course is taught on a Pass/Fail/Honors basis, you will see those options as shown below instead of standard letter grades. **Note:** This grading option is only available to select graduate-level courses.

**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 exams or papers that can be selected.
View Grade Distribution

After you have entered your final grades and clicked submit, you can click View Grade Distribution on the Final Grades page to see the percentage of each grade you have assigned for a specific course. If your course is cross-listed (i.e., LAWJ-123-45 and LAWG-123-45), you will be able to view the grade distribution for both sections combined. On the left is recommended curve/historical grade information for the course. On the right (if applicable), MyAccess adds those grades to cross-listed sections so that you can see the entire curve for your course.

If your course has a WR and a paper section (i.e. 3-credit and 2-credit sections of the same course), there will be two separate course numbers. Please note that there will be a separate grade
distribution for each of these two sections of the same course. The grade distribution for these separate sections will not be combined.

Making Changes to your Final Grades

Prior to the Grades Deadline: You may make changes to your final grades yourself online, up until you submit your grades to the Registrar’s Office. 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. You will receive email confirmation that your grades have been successfully submitted.

After the Grades Are Posted: If you wish to make a change to a previously submitted grade, based on a demonstrable clerical error, you will not be able to make the change online via MyAccess. In order to request a grade change based on a demonstrable clerical error, you must contact the Assistant Dean and Registrar, Simone Woung, at Woung@georgetown.edu, and provide details of the error in reporting the grade. Please do not communicate a grade change to the student unless the change has been approved by the Registrar.

In-Person Help

The Registrar’s Office staff will provide hands-on assistance either in person (Hotung Building 410l) or by phone (202-662-9220), on weekdays between 10:00 a.m. and 5:00 p.m. (Please note: The Office of the Registrar will be closed from December 24-January 1.) If you have any questions regarding your grades, please contact Amber Young, Manager of Exams, Grades and VA Services at 202-661-6769 or ay375@georgetown.edu; or the Assistant Dean and Registrar, Simone Woung, at 202-661-6502 or Woung@georgetown.edu, or the Senior Associate Registrar, Evelyn Alfaro, at 202-661-6650.

There is a dedicated computer in the Registrar’s Office for faculty to use to submit grades during the grading period and Registrar’s Office staff will be available to answer questions or guide you through the online submission process. Please note that the Registrar’s staff will not be able to submit grades for you online because they cannot impersonate you in MyAccess. However, if you would prefer to submit your grades using the computer in the Registrar’s Office, the staff can guide you through the step-by-step process. You should not share your MyAccess password
with others. Handle your online grading access the same way you would handle access to your personal information.

**Recommended Curve for Exam Courses**

The faculty-approved recommended grading curve for first-year and upper-level examination courses appears below. If grades deviate significantly from the Recommended Curve, a dean will discuss the grades with the faculty member, who should be prepared to explain and justify that deviation. *Note: while the recommended curve should guide the approach to and expectations for grading in all exam courses, greater deviation from the curve is anticipated in upperclass courses with fewer than 30 students. For first-year exam courses with fewer than 30 students, professors should apply the recommended curve without significant deviation.*

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>12%</td>
</tr>
<tr>
<td>A-</td>
<td>19%</td>
</tr>
<tr>
<td>B+</td>
<td>28%</td>
</tr>
<tr>
<td>B</td>
<td>31%*</td>
</tr>
<tr>
<td>B-</td>
<td>}</td>
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<tr>
<td>C+</td>
<td>}</td>
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<tr>
<td>C</td>
<td>}</td>
</tr>
<tr>
<td>C-</td>
<td>5-10%*</td>
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<tr>
<td>D</td>
<td>}</td>
</tr>
<tr>
<td>F</td>
<td>}</td>
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</tbody>
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* Because the target percent for grades B- and below is a range, rather than a specific number, the target percentage of B grades can increase by one percent for every percent below 10 percent that a faculty member decides to award grades of B- and below.
Historical Grade Distribution for Seminars

Because of the nature of seminar courses in which grades are based in large part on papers, in-class performance, and/or other special requirements, the recommended grading curve does not apply. If grades are significantly above or below the Historical Grade Distribution, a dean will discuss the grades with the faculty member.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A+</td>
<td>2%</td>
</tr>
<tr>
<td>A</td>
<td>35%</td>
</tr>
<tr>
<td>A-</td>
<td>33%</td>
</tr>
<tr>
<td>B+</td>
<td>21%</td>
</tr>
<tr>
<td>B</td>
<td>7%</td>
</tr>
<tr>
<td>B-</td>
<td>1%</td>
</tr>
<tr>
<td>C+</td>
<td>0%</td>
</tr>
<tr>
<td>C</td>
<td>0%</td>
</tr>
<tr>
<td>C-</td>
<td>0%</td>
</tr>
<tr>
<td>D</td>
<td>0%</td>
</tr>
<tr>
<td>F</td>
<td>0%</td>
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</tbody>
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Grade of A+

The faculty also established a grade of A+ to be recorded on official law school transcripts in recognition of truly extraordinary academic performance in a law school class. Because of this high standard, the A+ is not to be routinely awarded—even the best exam or paper in a class might not receive an A+. Please carefully consider whether any A+ grades that you award meet the truly extraordinary academic performance standard.