

**GEORGETOWN LAW**  
Grading Instructions for Fall 2019 Paper Courses

## **Grading Deadlines**

- **Mini Course/Bookend Exam Grades Due: by 5:00 P.M. EST Friday, November 8, 2019**
- **All Student Grades Due (Papers Due December 20, 2019): by 12 NOON EST Friday, January 17, 2020**
- **Paper Extension Grades Due (Papers Due December 21, 2019 through February 3, 2020): by 5 P.M. EST Monday, February 24, 2020**

## **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.
2. Assign “best exam/paper” designation.
3. Review the grade distribution (curve) for your course.

We ask that you return all original exams and papers “with comments only” to the Office of the Registrar. These papers will be made available to students during the Exam Review periods. Please be aware that the Office of the Registrar 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.

## DUO Enrollment/Installation:

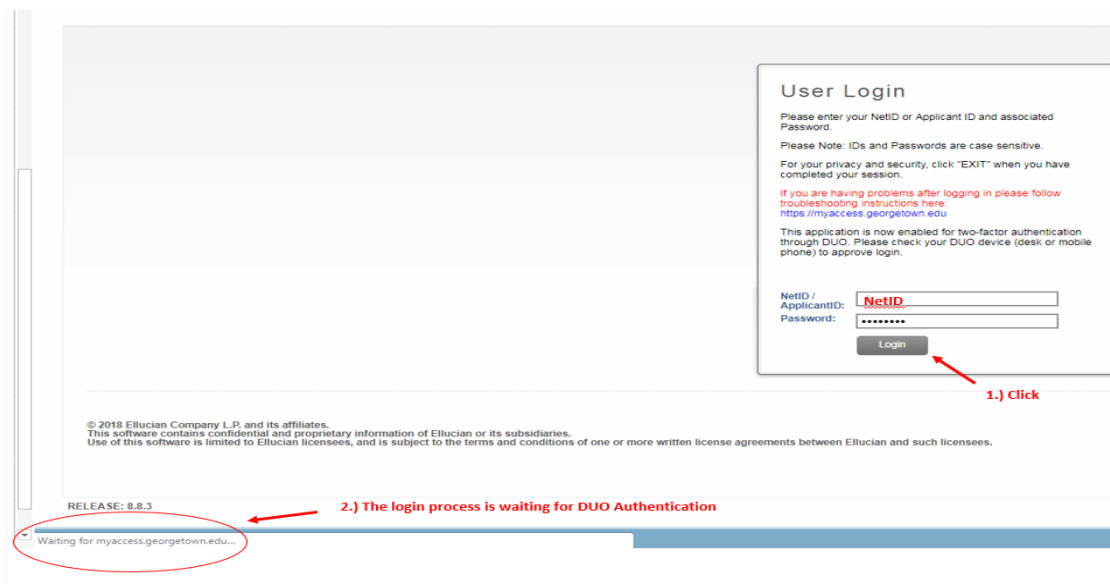
You need to be enrolled in the Georgetown DUO Application and have the app installed on your smartphone in order to log into MyAccess and enter your grades. Below are instructions for enrolling in DUO and logging into MyAccess using the DUO App.

1.) Enroll in Duo link: <https://uis.georgetown.edu/accounts/netid-password-security/duo/enroll-in-duo>

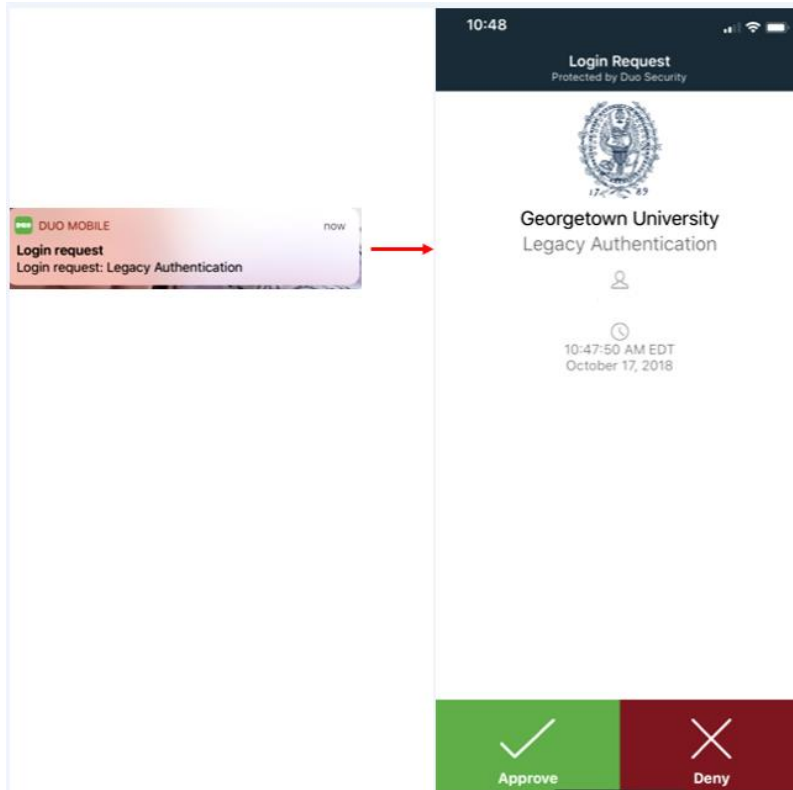
2.) Install and setup Duo on your smartphone link: <https://uis.georgetown.edu/accounts/netid-password-security/duo/set-up-duo>

3.) For **MyAccess** login it will prompt you to authenticate to DUO after you input your login and password in the MyAccess Login screen. Go to MyAccess login screen and input your login NetID and Password.

Link: <https://myaccess.georgetown.edu>



4.) The DUO app on your smartphone should prompt you with notification on the screen after you input the NetID and password. ***Even if you have an alternative default authentication method the DUO authentication prompt still goes to your smartphone app.***



5.) It should log you in after authentication.

If you still experience difficulty, please contact the IST Service Desk at [lawhelp@georgetown.edu](mailto:lawhelp@georgetown.edu).

**Log into MyAccess (<http://myaccess.georgetown.edu/>)**

Click on the **MyAccess** link in the **Faculty** section.

To request assistance with MyAccess:

- » Main Campus, please contact [univregistrar@georgetown.edu](mailto:univregistrar@georgetown.edu),
- » Law Center, please contact [lawreq@law.georgetown.edu](mailto:lawreq@law.georgetown.edu).
- » School of Medicine, please contact [medreg@georgetown.edu](mailto:medreg@georgetown.edu).

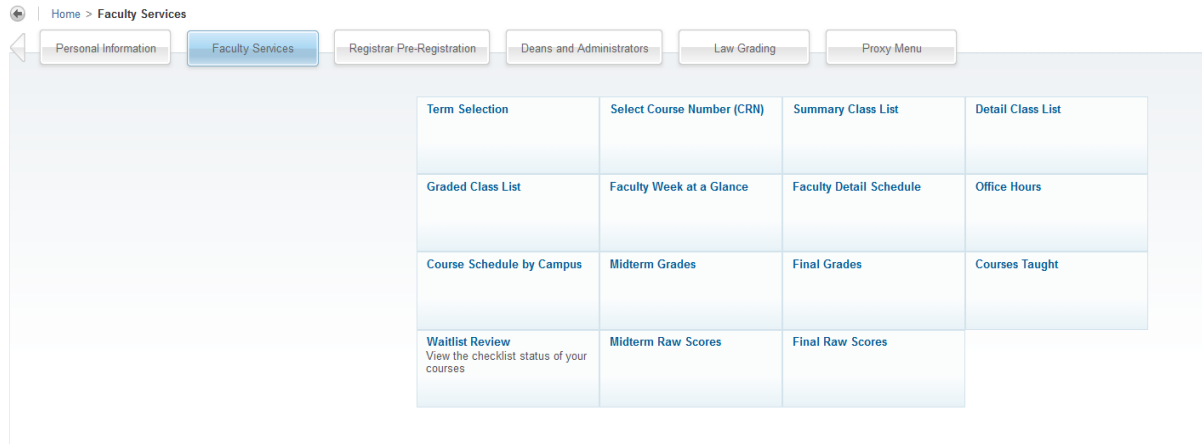
<b>Students</b>
<a href="#">MyAccess</a>
<p>Biographical and Address Information</p> <p>View Course Schedules</p> <p>Course Registration</p> <p>MyDegree (Degree Audit)</p> <p>Financial Aid Services</p> <p>Student Account Services</p> <p>Request Refunds</p> <p>Student Health Insurance</p> <p>Meal Plan Enrollment and Changes</p> <p>Main Campus HoyaNet Services</p> <p>HOYAlert</p>
<p><a href="#">Student Access+</a></p> <p>Old Student Information System – access to transcripts with grades prior to Fall 2009</p>

<b>Faculty</b>
<a href="#">MyAccess</a>
<p>Course Schedules</p> <p>Main Campus Advisee Review</p> <p>Faculty Grading &amp; Class Lists</p> <p>HOYAlert</p>
<p><a href="#">Employee Access+</a></p> <p>Employee Services including payroll, salary, and benefits information</p>

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](mailto: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.*

## Select Term

- 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.

CRN:


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**.

CRN:

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 Office of 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.

 Please save the grades often.

**Final Grades**

Record Number	Student Name	ID	Credits	College	Degree	Major	Class	Graduation Term	Exam ID	Exam Raw Score	Grade	Best Exam/Paper	Rolled	Message
1	Hoya, Michael	839514	3.000	LW	MLT	TAXL	Law Graduate, Part Time	Spring 2017	99999	Q1: 4/5	None	<input type="checkbox"/>	N	Require Early Grading
2	Hoya, Eric	822365	3.000	LW	MLT	TAXL	Law Graduate, Full Time	Spring 2016	99999	A	None	<input type="checkbox"/>	N	
3	Hoya, Michael	831073	3.000	LW	MLT	TAXL	Law Graduate, Full Time	Spring 2016	99999	C	None	<input type="checkbox"/>	N	Require Early Grading
4	Hoya, Jason	800747	3.000	LW	LLM	LAW	Law Graduate, Part Time	Spring 2017	99999	B+	None	<input type="checkbox"/>	N	
5	Hoya, Michael	830833	3.000	LW	JD	LAW	Law, Day - Third Year	Spring 2016	99999	85	None	<input type="checkbox"/>	N	
6	Hoya, Ellora	801031	3.000	LW	JD	LAW	Law, Day - Third Year	Spring 2016	99999	B	None	<input type="checkbox"/>	N	

 Save Frequently

 Save  Submit  Reset

Click the SUBMIT button when you are ready to submit your grades to the Registrar's Office.

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

**Grade**

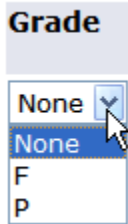
None

- None
- A+
- A
- A-
- B+
- B
- B-
- C+
- C
- C-
- D
- F

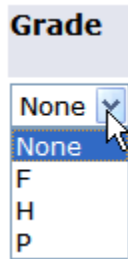
MyAccess will log you out after 60 minutes of inactivity unless you save your work by clicking the **Save** button. You do not have to enter all of your grades at once.

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.

*Final Grades*

Record Number	Student Name	ID	Credits	College	Degree	Major	Class	Graduation Term	Exam ID	Exam Raw Score	Grade	Best Exam/Paper	Rolled
1	Hoya Paloma	8325976	3.000	LW	JD	LAW	Law, Day - Third Year	Spring 2017	51439	79	None	<input type="checkbox"/>	N
2	Hoya Carson E.	8034242	3.000	LW	JD	LWPP	Law, Day - Third Year	Spring 2017	91585	A	None	<input type="checkbox"/>	N
3	Hoya Timothy J.	8356945	3.000	LW	JD	LAW	Law, Evening-Fourth Year	Spring 2017	11368	96	None	<input type="checkbox"/>	N

If you would like the best paper to be published on the Law Library’s website as feedback for your students, please check the box at the bottom of the page.



6 Sy, Deborah 822246005 3.000 LW MLGH IGHL Law Graduate, Full Time Spring



**Please check this box if you would like the best exam posted to the Law Library's website.**

Save

Submit

Reset

## 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.

**Course Information**

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Property in Time - LAWJ 999-99  
CRN: 99999

**Students Registered:** 110

[View Grade Distribution](#)

This Section					Cross Listed Sections				
CRN	Subject	Course	Section	Course Title	CRN	Subject	Course	Section	Course Title
99999	LAWJ	999	99	Property in Time					

Recommended Curve/Distribution for All Cross listed Sections			Curve for All Cross Listed Sections		
Grade	Percentage of Students	Number of Students	Grade	Percentage of Students	Number of Students
A+	0	0	A+	1.85	2
A	12	13	A	11.11	12
A-	19	21	A-	20.37	22
B+	28	30	B+	25.93	28
B	31 to 36	33 to 39	B	35.19	38
B- to F	5 to 10	5 to 11	B-	2.78	3
			C+	1.85	2
			F	.93	1
			Total	108	

## 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 Office of the Registrar. 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](mailto: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 4101) 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](mailto:ay375@georgetown.edu); the Senior Associate Registrar, Evelyn Alfaro, at 202-661-6650 or [ega4@georgetown.edu](mailto:ega4@georgetown.edu); or the Assistant Dean and Registrar, Simone Woung, at 202-661-6502 or [woung@georgetown.edu](mailto:woung@georgetown.edu).

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**

In Spring 2019, the faculty voted to make a change to the recommended grading curve for first-year and upper level examination courses – the new curve is below. If grades are significantly above or below 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.*

A	12%
A-	19%
B+	28%
B	36-41%
B-	}
C+	}
C	}
C-	}0-5%
D	}
F	}

## Historical Grade Distribution for Seminars

Because of the nature of seminars, grades in these courses tend to be somewhat higher and 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.

A+	2%
A	36%
A-	32%
B+	21%
B	7%
B-	2%
C+	1%
C	0%
C-	0%
D	0%
F	0%

### 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.