

**GEORGETOWN LAW**  
Grading Instructions for Summer 2020 Paper Courses

**Exam Dates:**

- All Summer Take Home Exams open on **July 20, 2020** at **10:00 a.m. ET** and close on **July 27, 2020** at **5:00 P.M. ET**
- All Papers due on **July 24, 2020** **by 5:00 P.M. ET**
- Maximum Paper Extensions due on **August 31, 2020** at **5:00 P.M. ET**

**Grading Deadlines:**

- Exam Courses: Grades due **August 14, 2020** by **12 Noon ET**
- Paper Courses: Grades due **August 14, 2020** by **3:00 P.M. Noon ET**
- Graduating Students with Paper Extension (Papers due July 25 through August 31, 2020):  
Grades Due **September 18, 2020** by **5:00 P.M. ET**
- Non-Graduating Students with Paper Extension (Papers due July 25 through August 31, 2020): Grades Due **September 21, 2020** by **5:00 P.M. 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. 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>

If you still experience difficulty, please contact the UIS Helpdesk at 202-687-4949 or [help@georgetown.edu](mailto:help@georgetown.edu).

## **Grade Reporting Process**

The Banner student information system requires faculty to enter and submit 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. Review the grade distribution (curve) for your course.

We ask that you return student papers “with comments only” and/or grading rubrics 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.

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

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

The screenshot shows the MyAccess website interface. At the top, there is a blue header with the Georgetown University logo (est. 1789) on the left and the URL [MyAccess.georgetown.edu](http://myaccess.georgetown.edu) on the right. Below the header, there is a section for assistance with MyAccess, listing contact information for Main Campus, Law Center, and School of Medicine. The main content area is divided into two sections: Students and Faculty. The Students section includes a list of services such as Biographical and Address Information, View Course Schedules, Course Registration, MyDegree (Degree Audit), Financial Aid Services, Student Account Services, Request Refunds, Student Health Insurance, Meal Plan Enrollment and Changes, Main Campus HoyaNet Services, and HOYAlert. Below this list is a link for Student Access+ and a note about the Old Student Information System. The Faculty section includes a list of services such as Course Schedules, Main Campus Advisee Review, Faculty Grading & Class Lists, and HOYAlert. Below this list is a link for Employee Access+ and a note about Employee Services including payroll, salary, and benefits information. The MyAccess link in the Faculty section is circled in red.

Georgetown UNIVERSITY est. 1789 [MyAccess.georgetown.edu](http://myaccess.georgetown.edu)

To request assistance with MyAccess:

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

**Students**

[MyAccess](#)

Biographical and Address Information  
View Course Schedules  
Course Registration  
MyDegree (Degree Audit)  
Financial Aid Services  
Student Account Services  
Request Refunds  
Student Health Insurance  
Meal Plan Enrollment and Changes  
Main Campus HoyaNet Services  
HOYAlert

[Student Access+](#)  
Old Student Information System – access to transcripts with grades prior to Fall 2009

**Faculty**

[MyAccess](#)

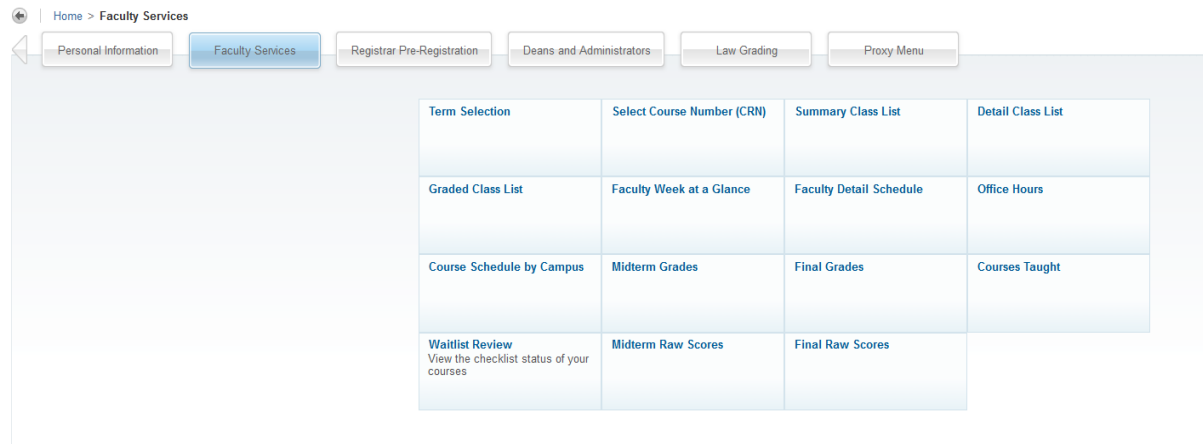
Course Schedules  
Main Campus Advisee Review  
Faculty Grading & Class Lists  
HOYAlert

[Employee Access+](#)  
Employee Services including payroll, salary, and benefits information

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**.



Home > Faculty Services

Personal Information | **Faculty Services** | Registrar Pre-Registration | Deans and Administrators | Law Grading | Proxy Menu

Term Selection	Select Course Number (CRN)	Summary Class List	Detail Class List
Graded Class List	Faculty Week at a Glance	Faculty Detail Schedule	Office Hours
Course Schedule by Campus	Midterm Grades	Final Grades	Courses Taught
Waitlist Review View the checklist status of your courses	Midterm Raw Scores	Final Raw Scores	

- Select the current term from the drop-down box and click **Submit**.

## Select Term



Home > Faculty Services > **Term Selection**

Select a Term:

**Submit**

- Choose a course and click **Submit**.

If your course is cross-listed (has separate sections for JD students and LL.M. 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 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 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**

- **Requires Early Grading**

 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 Office of the Registrar Office. You will not be able to make further changes.

## 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	Fall	51439 79		None	<input type="checkbox"/>	N
2	Hoya Carson E.	8034242	3.000	LW	JD	LWPP	Law, Day - Third Year	Fall	91585 A		None	<input type="checkbox"/>	N
3	Hoya Timothy J.	8356945	3.000	LW	JD	LAW	Law, Evening- Fourth Year	Fall	11368 96		None	<input type="checkbox"/>	N

If you would like the best exam 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, 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 the mandatory grading curve 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.

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 Office of the Registrar at [lawreg@georgetown.edu](mailto: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 change has been approved by the Registrar.



## **Assistance Via Phone or Email**

Please note that the Office of the Registrar is closed to the public and can only offer assistance via phone or email. Office of the Registrar staff will provide assistance, weekdays between 10:00 a.m. and 5:00 p.m. If you need assistance entering your grades, please contact us at (202) 662-9220 or [lawreg@georgetown.edu](mailto:lawreg@georgetown.edu) .

Please note that Office of the Registrar staff will not be able to submit grades for you online because we cannot impersonate you in MyAccess. 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.

## Grading Policy

In Spring 2020, the faculty voted to make changes to the grading policies and curves for 1L and upper-level courses, effective Summer 2020. The new policies are 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.

### 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%) A (36%) B (6-9%)	N/A*
10 - 29	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.