GEORGETOWN LAW

Grading Instructions for Spring 2024 Experiential Learning Courses

Grading Deadlines:

- Week One Exam Courses(Take-Home Exams Friday, January 19 - Friday, January 26, 2024) : **Grades due by 5:00 P.M. ET Thursday, February 15, 2024**
- Week One Paper Courses **(Papers due Friday, February 2, 2024)**: **Grades due by 5:00 P.M. ET Monday, February 26, 2024**
- Week One Paper Extension **(Papers due Saturday, February 3, 2024 - Tuesday, May 14, 2024)**: **Grades due by NOON ET Tuesday, May 28, 2024**
- Mini Course Exams(Tuesday, March 19 - Tuesday, March 26, 2024): **Grades due by 5:00 P.M. ET Monday, April 8, 2024**
- All Final Exams and Papers **(Papers due Tuesday, May 14, 2024): Grades Due by NOON ET Tuesday, May 28, 2024**
- Paper Extension **(Papers due Wednesday May 15 - Friday, June 7, 2024): Grades Due by 5:00 P.M. ET Friday , June 28, 2024**

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 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 MyAccess. From MyAccess, 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 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.

Grade Reporting Process

The online grading system requires faculty to enter and submit final grades online. All grades are due **by** the dates and times listed above.

Through the online grading system, you will:

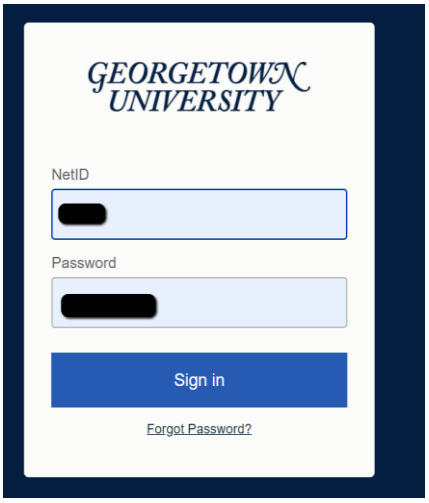
1. Enter and submit final course grades.
2. Assign "best exam/paper" designation.
3. Review the grade distribution (curve) for your course.

We ask that you return 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 does not retain a copy of these papers after they have been returned to students.

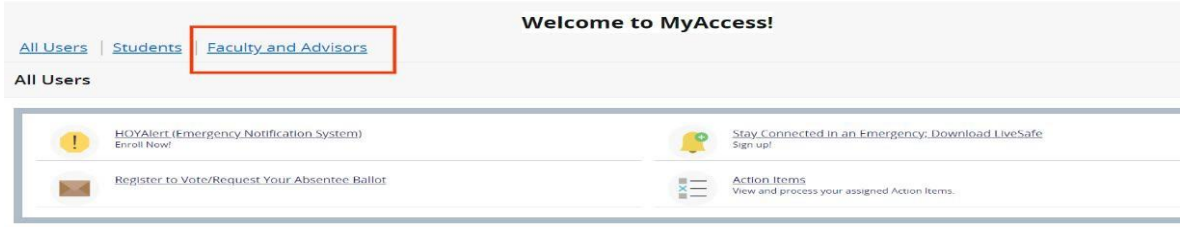
Log into MyAccess (http://myaccess.georgetown.edu/)

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

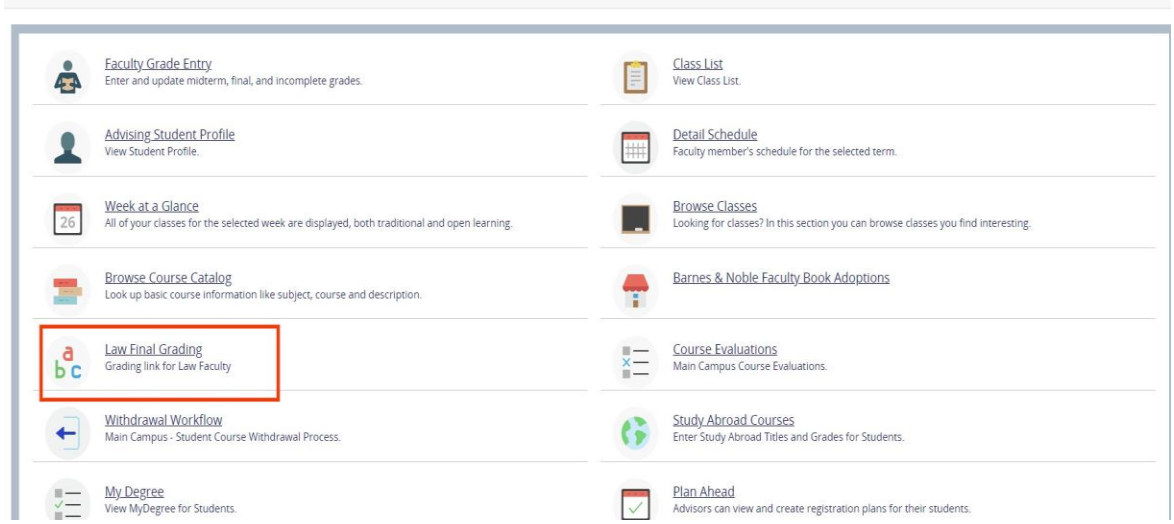
You will be asked to sign in with your NetID and password. Please remember to safeguard your password as you would your bank's PIN number. This password also accesses your employee information, including your payroll and contact information. If you have any trouble logging into MyAccess, please contact the Law Center Helpdesk at lawhelp@georgetown.edu or 202-662-9284.



- To enter grades, click on the blue **Faculty Advisors** tab at the top left of the page.

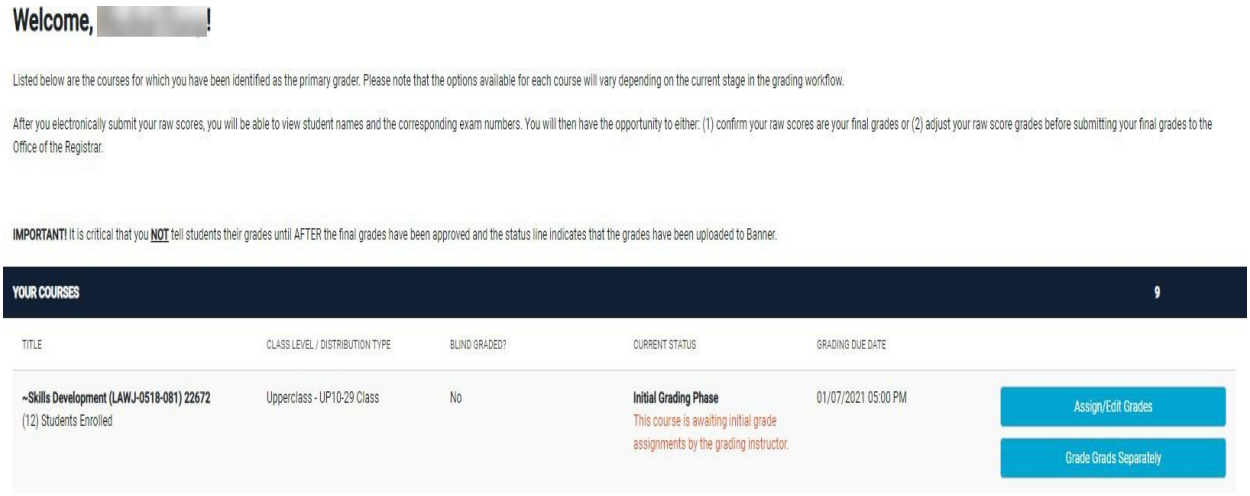


- Then click on the **Law Final Grading** tab. **<u>Do not click on Faculty Grade Entry to submit Law Center grades.</u>**



- You will be directed to the grading platform and will be asked to sign in one more time with your NetID and password

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



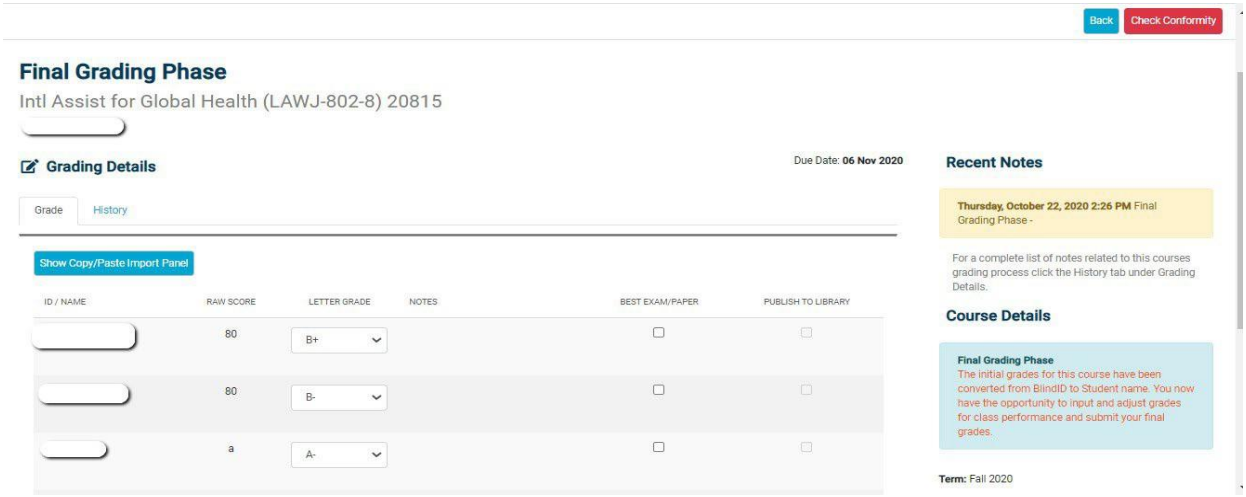
- Most experiential learning courses include a Main section (Header Course - ex. Federal Legislation Clinic) and subsections (ex. Skill Development). The main (header) section does not need to be graded; placeholder (NG) grades will be posted by the Office of the Registrar. Please only submit grades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

- 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.

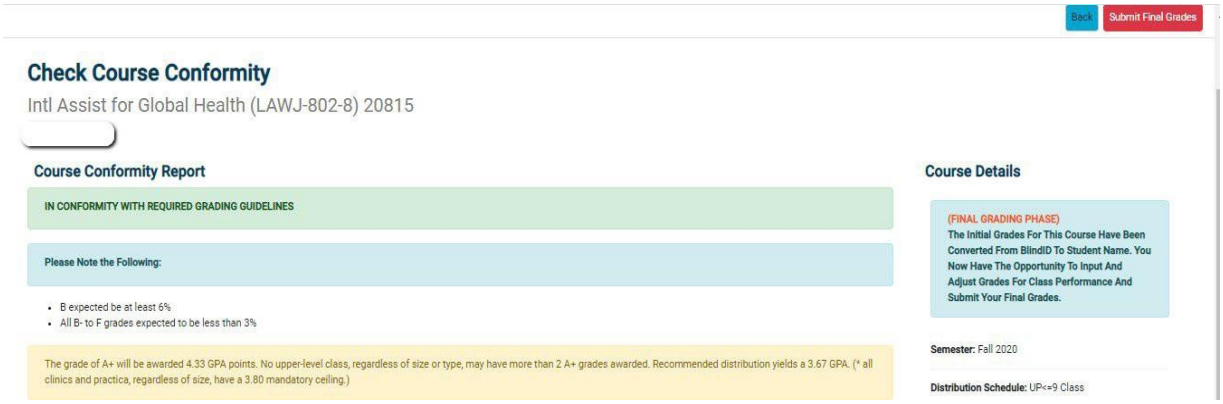
Enter Final Grades

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



There is no save button on the screen; however, 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.

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".

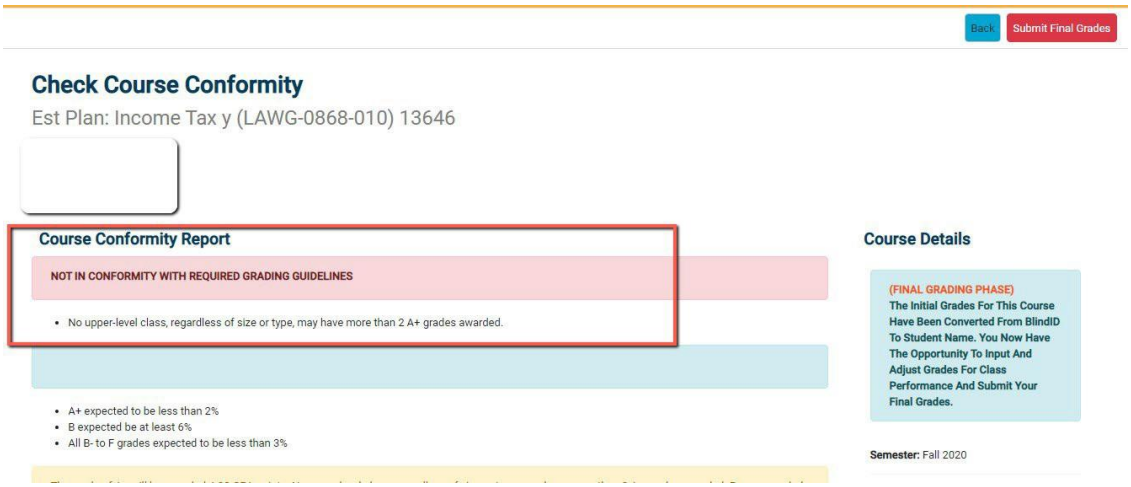


You will also see a breakdown of your grade distribution in comparison to the recommended distribution. The mandatory ceiling mean GPA (if applicable), along with the mean GPA for your class, will also be displayed. You may now click "**Submit Final Grades**".

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

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**"

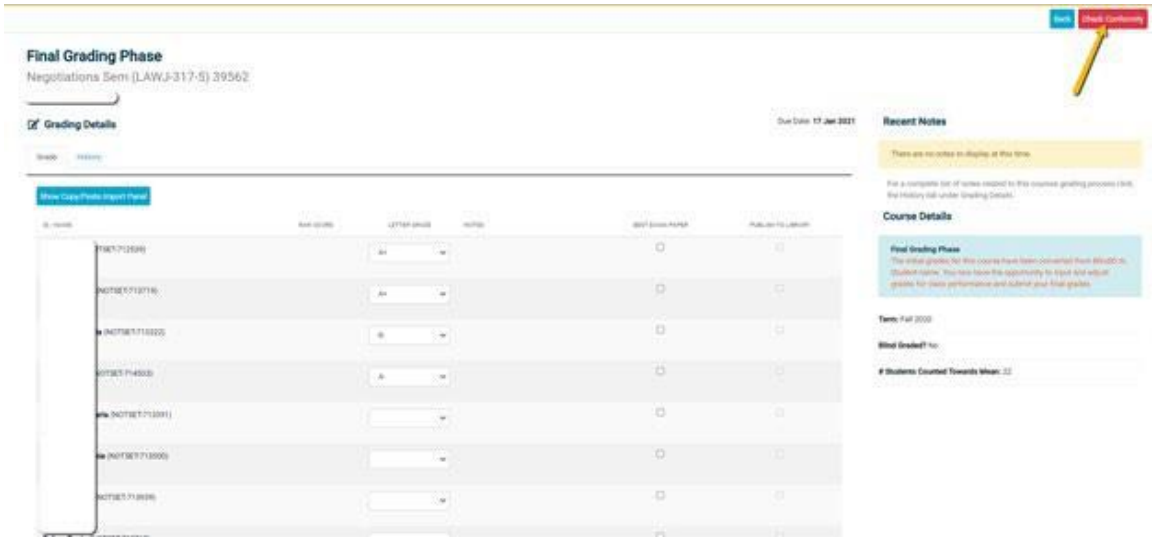
If your subsections are Pass/Fail sections, you will see a P, F, or an H in the dropdown section to post those grades.



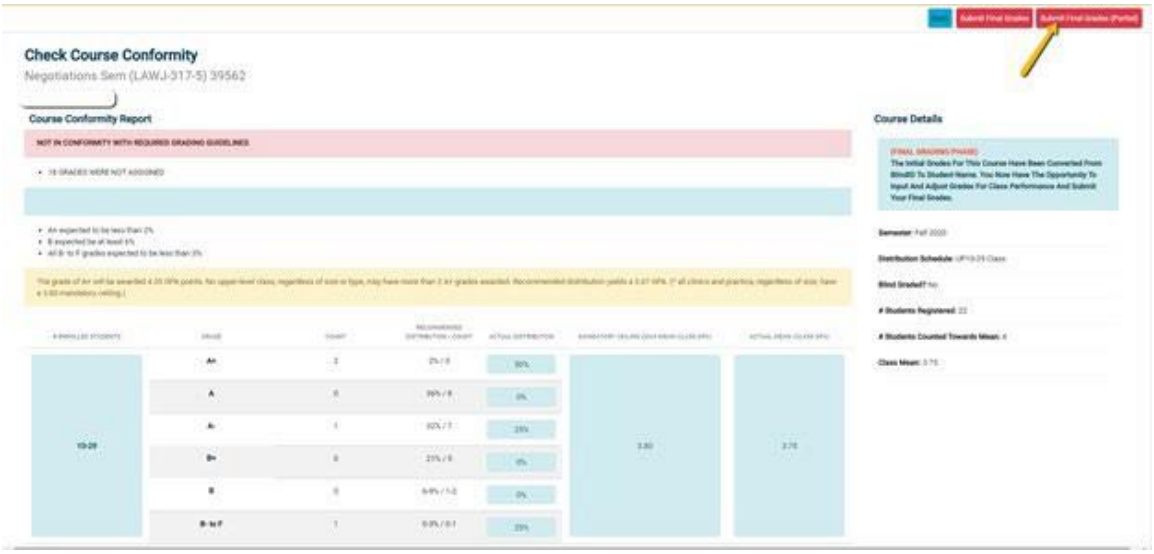
Entering Partial Grades

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.

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

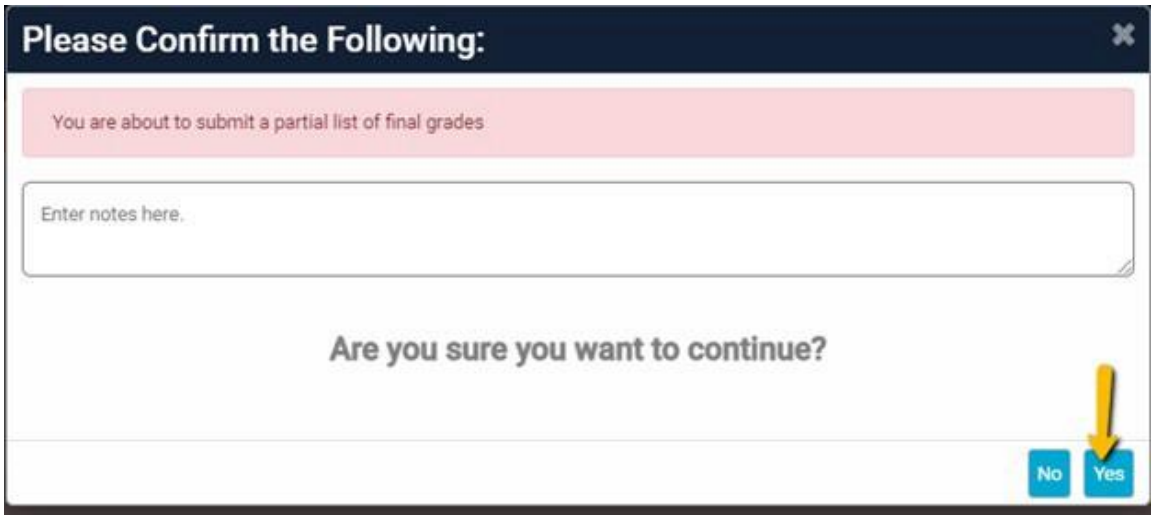


The conformity report associated with your course will display, note that because not all grades are entered, the message "Not in conformity with required grading guidelines" will display but the system will allow you to submit those grades by clicking on the "**Submit final grades (partial)**" button.

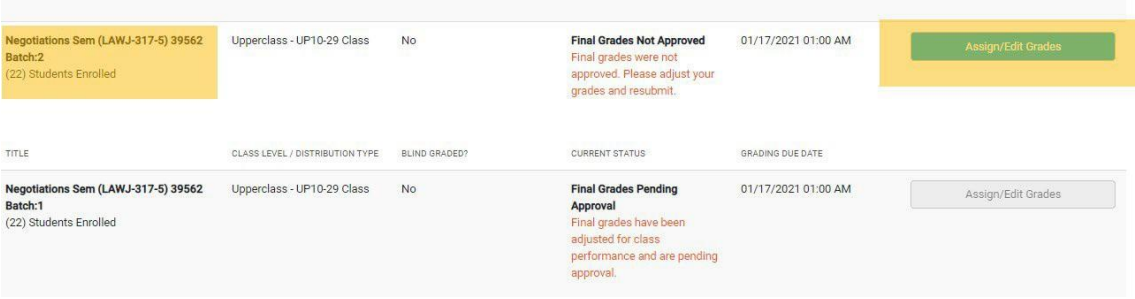


Please note that the curve will still apply to the entire class. For example, if you distribute all the As allowed in your class during the first batch of grades, you will not be allowed to give any more A grades to the remaining students.

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



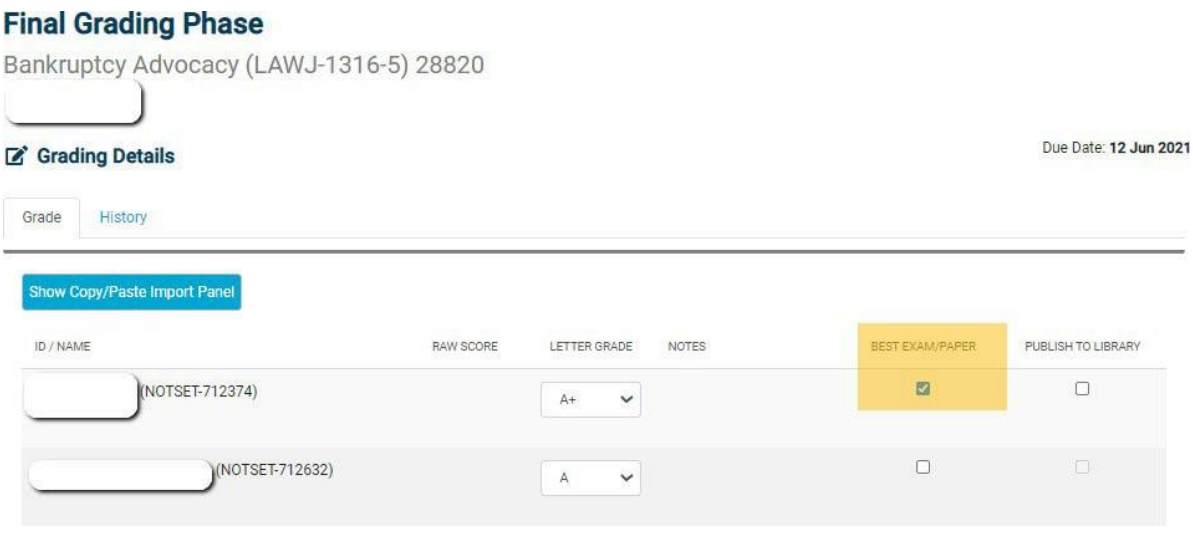
Then you will return to the Faculty home page. You will notice that your course has been split into two batches.



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. However 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: 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.

After 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 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 change has been approved by the Registrar.

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 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. 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%) A (36%) B (6-9%) A- (32%) B- or below (0-3%) Yields GPA: 3.67	**N/A**[*]
10 – 29		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.