

GEORGETOWN LAW

Grading Instructions for Spring 2024 Paper 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 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.
4. Submit grades for your course.

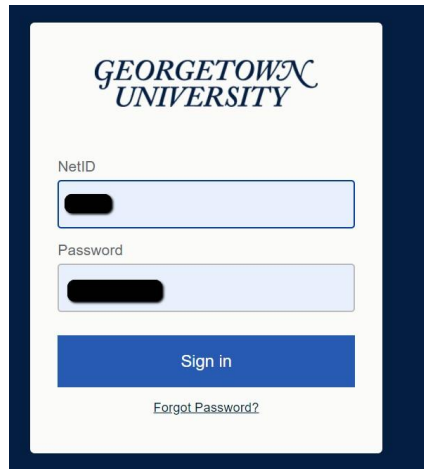
We ask that you return student papers “with comments only” and/or grading rubrics to the Office of the Registrar electronically. These papers will be made available to students during the Exam Review periods.

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

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

The screenshot shows the MyAccess Georgetown University website. At the top, there is a dark 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+, which provides access to transcripts with grades prior to Fall 2009. 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+, which provides employee services including payroll, salary, and benefits information. The MyAccess link in the Faculty section is circled in red.

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.



GEORGETOWN
UNIVERSITY

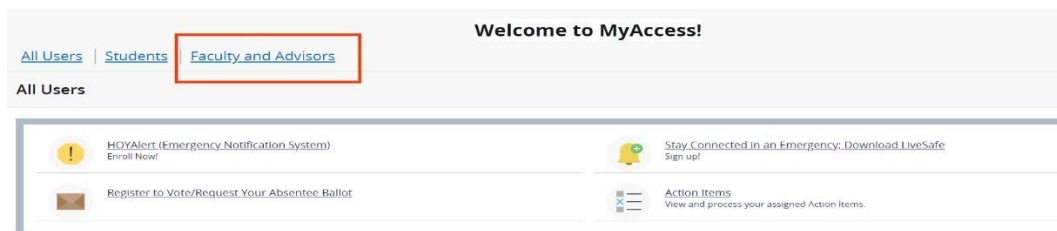
NetID

Password

Sign in

[Forgot Password?](#)





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



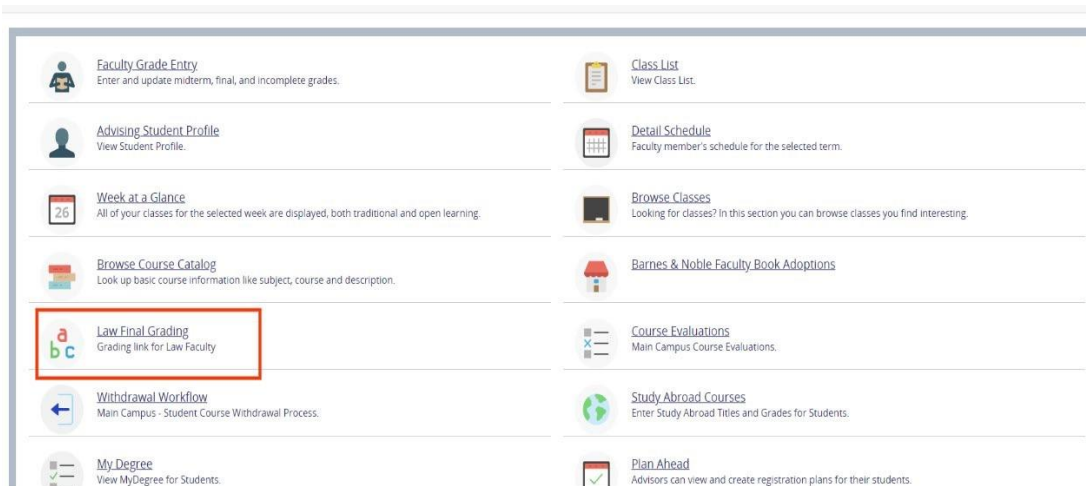
Welcome to MyAccess!

[All Users](#) | [Students](#) | [Faculty and Advisors](#)

All Users

 HOYAAlert (Emergency Notification System) Enroll Now!	 Stay Connected in an Emergency. Download LiveSafe Sign up!
 Register to Vote/Request Your Absentee Ballot	 Action Items View and process your assigned Action Items.

- Then click on the **Law Final Grading** tab. **Do not click on Faculty Grade Entry to submit Law Center grades.**
- 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 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				
TITLE	CLASS LEVEL / DISTRIBUTION TYPE	BLIND GRADED?	CURRENT STATUS	GRADING DUE DATE
Intl Trade Law & Regulation (LAWG-966-10) 13673 & 18599 (12) Students Enrolled	Upperclass - UP10-29 Class	Yes	Initial Grading Phase This course is awaiting initial grade assignments by the grading instructor.	01/17/2021 01:00 AM

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 or CRNs. Please be sure to check that you see the CRN for each section. You should grade for one section, then come back and enter the scores or grades for the other section. Be advised that these sections, although part of the same course, will be curved separately for having different final assessments and or credit amounts.

Enter All Grades

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

[Back](#) [Check Conformity](#)

Final Grading Phase

Admin Law & Public Admin Sem (LAWJ-1611-9) 39182

[Grading Details](#)

Due Date: 17 Jan 2021

Recent Notes

There are no notes to display at this time.

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

Blind Graded? No

Students Counted Towards Mean: 6

Grade History

Show Copy/Paste Import Panel

ID / NAME	RAW SCORE	LETTER GRADE	NOTES	BEST EXAM/PAPER	PUBLISH TO LIBRARY
NOTSET-714513)		A		<input type="checkbox"/>	<input type="checkbox"/>
OTSET-714599)		A+		<input type="checkbox"/>	<input type="checkbox"/>
or (NOTSET-713916)		A-		<input type="checkbox"/>	<input type="checkbox"/>
F714364)		A		<input type="checkbox"/>	<input type="checkbox"/>
OTSET-714292)		A		<input type="checkbox"/>	<input type="checkbox"/>
OTSET-713005)		B+		<input type="checkbox"/>	<input type="checkbox"/>

There is no save button on the screen; however, your work is **saved automatically** 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”.

Check Course Conformity

Admin Law & Public Admin Sem (LAWJ-1611-9) 39182

Course Conformity Report

IN CONFORMITY WITH REQUIRED GRADING GUIDELINES

Please Note the Following:

- A+ expected to be less than 2%
- A grades are expected to be less than 36%
- B expected to be at least 6%

The grade of A+ will be awarded 4.33 GPA points. No upper-level class, regardless of size or type, may have more than 2 A+ grades awarded.

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

Distribution Schedule: UP<=9 Class

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”**.

[Back](#) [Submit Final 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 to 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

With paper 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.

[Back](#) [Check Conformity](#)

Final Grading Phase

Negotiations Sem (LAWJ-317-5) 39562

Due Date: 17 Jun 2021

Grading Details

Grade History

Enter Grade Phase Report History

ID Number	Est Course	Letter Grade	Weight	Blind Score Point	Published Status
180712096		A+		<input type="checkbox"/>	<input type="checkbox"/>
180712076		A+		<input type="checkbox"/>	<input type="checkbox"/>
18071210225		B		<input type="checkbox"/>	<input type="checkbox"/>
18071214533		B		<input type="checkbox"/>	<input type="checkbox"/>
1807121713391				<input type="checkbox"/>	<input type="checkbox"/>
1807121713393				<input type="checkbox"/>	<input type="checkbox"/>
1807121713395				<input type="checkbox"/>	<input type="checkbox"/>
1807121713396				<input type="checkbox"/>	<input type="checkbox"/>

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

Blind Graded? No

Students Counted Towards Mean: 22

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.

Check Course Conformity
Negotiations Sem (LAWJ-317-5) 39562

Course Conformity Report

NOT IN CONFORMITY WITH REQUIRED GRADING GUIDELINES

- 19 GRADES WERE NOT ASSIGNED

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

The grade of A+ will be awarded a 3.00 credit, for upper-level class, regardless of seat or type, may have more than 2 A+ grades awarded. Recommended distribution yields a 3.01 GPA, if all classes and practices, regardless of seat, have a 3.00 mandatory ceiling.

# Seats (20 credits)	Grade	Count	Recommended Distribution - Count	Actual Distribution	Recommended Distribution (Seat Value Grade GPA)	Actual Distribution GPA
19-20	A+	0	2% / 0	0%	3.80	3.76
	A	0	9% / 0	0%		
	A-	0	35% / 0	0%		
	B+	0	21% / 0	0%		
	B	0	6-9% / 0	0%		
	B- to F	1	9-9% / 0.1	5%		

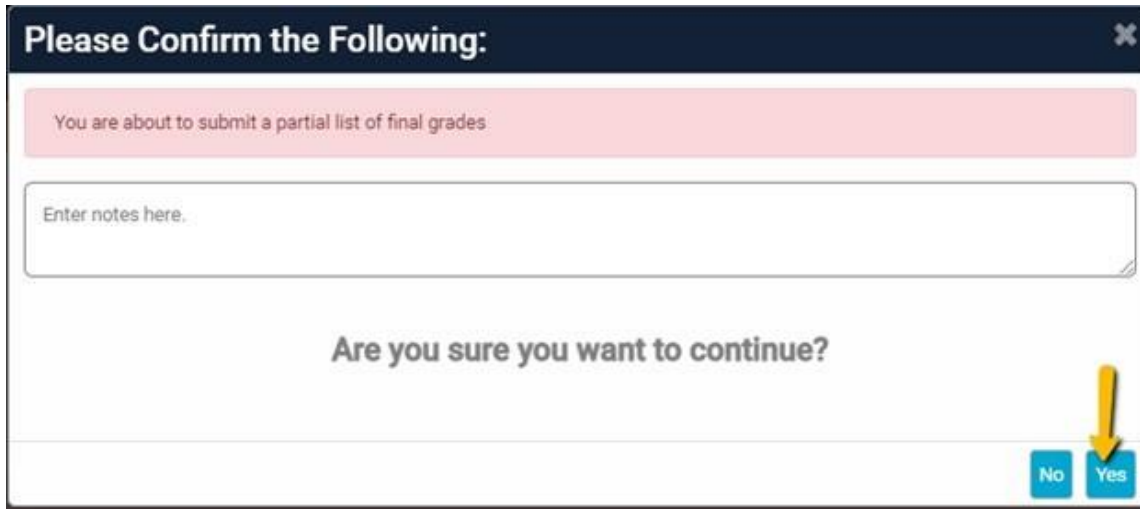
Course Details

FINAL GRADES PHASE
The Initial Grades For This Course Have Been Converted From 00000 To Standard Home. You May Have The Opportunity To Input And Adjust Grades For Class Performance And Submit Your Final Grades.

Semester: Fall 2020
Distribution Schedule: 0F10 20 Class
Next Grades? No
Students Registered: 22
Students Counted Towards Mean: 0
Class Mean: 3.76

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.

TITLE	CLASS LEVEL / DISTRIBUTION TYPE	BLIND GRADED?	CURRENT STATUS	GRADING DUE DATE	
Negotiations Sem (LAWJ-317-5) 39562 Batch:2 (22) Students Enrolled	Upperclass - UP10-29 Class	No	Final Grades Not Approved Final grades were not approved. Please adjust your grades and resubmit.	01/17/2021 01:00 AM	Assign/Edit Grades
Negotiations Sem (LAWJ-317-5) 39562 Batch:1 (22) Students Enrolled	Upperclass - UP10-29 Class	No	Final Grades Pending Approval Final grades have been adjusted for class performance and are pending approval.	01/17/2021 01:00 AM	Assign/Edit Grades

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 on the number of best exams or papers that can be selected. To make this selection, click on the “Best Exam/Paper” check box located to the right of each paper or exam. Papers are not published on the Library’s website; therefore, you do not need to check off the “Publish to Library” box.

Final Grading Phase

Bankruptcy Advocacy (LAWJ-1316-5) 28820

 Grading Details

Due Date: 12 Jun 2021

Grade History

Show Copy/Paste Import Panel

ID / NAME	RAW SCORE	LETTER GRADE	NOTES	BEST EXAM/PAPER	PUBLISH TO LIBRARY
<input type="text"/> (NOTSET-712374)		A+ <input type="text"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text"/> (NOTSET-712632)		A <input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>

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 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 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%)	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.