

# Course Grading and Student Learning Outcome Assessment

## Grade Scales

These letter symbols represent your options for student grades at the end of the course. You don't have to assign everyone, but your grading system must make it possible for your students to earn every one. You determine the point system or whatever system determines what qualifies for each grade, unless your program has specific requirements.

Give all details in your syllabus explaining how students will earn each potential grade in the course. If you will apply subjective standards, explain in your syllabus what the standards will be. If you fail to include this information and stick to your syllabus, students may successfully appeal your assigned grades. Details about the appeal process later.

Undergraduate Grade Scale
A
A-
B+
B
B-
C+
C
C-
D+
D
F

Graduate Grade Scale
A
A-
B+
B
B-
C+
C
F

## Other Grades

These does not influence the student's GPA.

- Au (audit) – enrolled but receives no credit
- CR (credit) - No grade points; degree credit hours. Used to record credit established by nontraditional means, such as by approved examination or from military service
- I (Incomplete) - This grade indicates a passing grade at end of semester but an important part of the course was not completed. It is an option for students who encountered circumstances beyond their control.

- If you expect a student to earn an incomplete then notify the coordinator with details and what the student needs to complete in order to obtain a grade, etc. We need up to date contact information for the instructor, etc.
- From the Handbook:
  - It also indicates that the student has received consent from the instructor (and in this case the coordinator) to complete the work for which an “I” is assigned. The “I” grade cannot be used to allow a student to do additional work to raise a deficient grade or to repeat a course. An “I” grade must be removed no later than one calendar year from the time the grade is awarded. An “I” grade not removed under the guidelines will be converted to an “F.” A student cannot withdraw from or drop a course after a grade of “I” has been assigned or after one year has elapsed. To remove an “I” grade, the student must complete the work independently and must not register for the course a second time or attend the same course at a later time in order to complete the course requirements.
- The grade of incomplete “indicates a passing grade at the end of a semester, but an important part of course was not completed, e.g., term paper, outside reading, etc.” (Faculty Handbook: 5.5.2.2)
- Avoid this grade except to correct inequities that cannot otherwise be resolved fairly. Students receiving an / grade have a calendar year to meet requirements, but as an adjunct, you might not be in a position in future terms to evaluate late work from students. Be sure to communicate with your program coordinator if you encounter situations that you think should lead to / grades. The / is excluded from the GPA at the end of the term, but it automatically changes to F after a calendar year, unless the instructor submits to the Office of the Registrar a change of grade form.
- P (pass) - No grade points; degree credit hours (See Undergraduate Pass/Fail Policy 5.5.4.2); General education, major, and minor required courses are excluded from pass/fail status; i.e., free electives are eligible
- W (withdrawn) – passing the course at the time of the withdrawal from the course
- WF (withdrawn failing) – failing the course at the time of withdrawal from the course

### **Posting Student Grades**

- Prohibited by ETSU policy (Faculty Handbook 5.9)
  - By name
  - By code
  - Do not leave papers, projects, etc. to be returned in public place

## Early Semester Progress Reports/Mid-term Grades

- Undergraduate only (keep in mind if you teach an xxx7 course)
- Enter thru Goldlink/Banner INB
- Due Date will be provided as it is variable.

## Required Grade Reporting

- Submit grades electronically through Goldlink
  - Click on “My Faculty Info” tab
  - In the middle of the page, you will see “Faculty Tools” and a brief list. You should see “Final Grades” there. If not, click on “more” to expand the list.
  - Click on “Final Grades”
  - Select the correct term and then submit
  - You will see a drop-down menu of all of your courses – select a course and submit
  - Complete the information for each student – grade drop-down
    - If they stopped attending, you can enter the las attend date, but that is typically not an issue.
  - Be sure that all have been entered (sometimes you have to click another page if you have very many students.
  - Be sure to hit submit.
  - Repeat process for all courses.
- Grades due by 12:00 p.m. the Monday after final exam week

## Retaining Records at End of Term

- Retain student papers on which grades are based for 1 calendar year
  - Objectively scored items: record of results is sufficient
- Faculty leaving ETSU
  - Provide materials to program coordinator
- [http://www.etsu.edu/senate/facultyhandbook/section5.aspx#papers\\_test](http://www.etsu.edu/senate/facultyhandbook/section5.aspx#papers_test)

## Grade Appeals

- Faculty Handbook 5.6.1.1
  - A student may appeal a course grade if the student has evidence that the grade was assigned in a malicious, capricious, erroneous, or arbitrary manner.
  - Grade appeals may also result from student fears of losing lottery scholarship eligibility.
  - The best way to avoid such appeals and prevail when they occur is to prepare a complete syllabus outlining a fair system of grading, and scrupulously follow that syllabus, adhering to all university rules.
- Contact your program coordinator and chair immediately
- [http://catalog.etsu.edu/content.php?catoid=6&navoid=171#Grade Appeal Process](http://catalog.etsu.edu/content.php?catoid=6&navoid=171#Grade%20Appeal%20Process)