

Grading Information – General

Grade Scales, Other Grades, Incompletes, Posting of Grades

There are two different grading scales that represent your options for student grades at the end of the course. Your grading system must make it possible for your students to earn any one of these grades. Note that XXX7 undergraduate/graduate courses require these two separate grading scales.

You determine the point system or whatever system determines what qualifies for each grade, unless your program has specific requirements. We recommend that you consult with your program prior to changing or developing point/percentage systems to align with the grades. Some consistency in what it means to earn an “A” or a “B” helps reduce confusion for students.

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. We recommend using grading rubrics for assignments as appropriate. In some cases, programs will have pre-defined grading rubrics tied with certain assessment for the purposes of student learning outcome measurement. Please talk with your Coordinator of Faculty Liaison. If you fail to include this information and stick to your syllabus, students may successfully appeal your assigned grades.

See the following in the Faculty Handbook:

<http://www.etsu.edu/senate/facultyhandbook/section5.aspx#grading>

<http://catalog.etsu.edu/content.php?catoid=19&navoid=965#Grades>

<http://catalog.etsu.edu/content.php?catoid=20&navoid=1009#Grades>

Undergraduate Grading Scale	Graduate Grading Scale
A	A
A-	A-
B+	B+
B	B
B-	B-
C+	C+
C	C
C-	F
D+	
D	
F	

Other Grades

There may be situations where the following grades may be entered. These grades do not impact grade point average

Au	Audit	Enrolled but receives no credit for course
Cr	Credit	No grade points; degree credit hours. Used to record credit established by nontraditional means such as approved by examination of from military service
I	Incomplete*	I (Incomplete) - This grade is an option for students who encountered circumstances beyond their control. 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)
P	Pass	No grade points; degree credit hours
W	Withdrawn while passing	Passing the course at the time of withdrawal from the course
WF	Withdrawn while failing	Failing the course at the time of the withdrawal from the course

***Incompletes:**

I (Incomplete) - This grade is an option for students who encountered circumstances beyond their control.

Avoid this grade except to correct inequities that cannot otherwise be resolved fairly. Students receiving an I 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 I grades. The I is excluded from the GPA at the end of the term, but it automatically changes to F after a calendar year, unless the instructor changes the grade through Goldlink (or submits a form to the Registrar).

Posting Student Grades

Posting grades is prohibited by ETSU policy (Faculty Handbook 5.9) by name or by code. Please do not leave papers, projects, etc. to be returned to student in a public place.

Entering Grades in Goldlink (Final Grades)

- 1) Go to <http://www.etsu.edu> and click the GoldLink link.

- 2) Log into GoldLink using your ETSU User Name and Password. Click Login
- 3) You can enter grades from the ETSU Tab or the My Faculty Info Tab
 - a. From the ETSU Tab.
 - i. Look for the “GoldLink Self-Service” channel and click on the Goldlink Self-Service link next to the folder icon to expand the Self-Service menu.
 - ii. Click the Faculty and Advisors link.
 - b. From the My Faculty Info Tab.
 - i. Look for the “Faculty Tools” channel.
- 4) Click Final Grades, depending on what you are entering.
- 5) Choose the correct term for which you are entering grades (i.e. COM after the term is for College of Medicine and COP after the term is for College of Pharmacy. Nothing after the term is for main campus). Click Submit.
- 6) Select the CRN (Course Reference Number) associated with the course title for which you are entering grades. Click Submit.
- 7) On the Grade sheet page, click the drop down box for each individual and choose a grade. ***A grade must be selected. Do not use ‘None’ as a grade. This term only specifies that a grade has not been reported for a student. If no work has been completed for the course at the mid-term period and an ‘F’ is not applicable, please award a Pass (P) or an Incomplete (I) for the time period.
- 8) **Grade sheets only show 25 students per page. If you have 25 or less students in the class there will only be one page of entry. After you enter grades for the 1st 25 students click submit to save your changes. In order to get to the next set/page of students, click Record set 26 – 50 located above the Submit button.**
- 9) Note that there is a 90 minute time limit for inactivity and your session will time out if you do not do anything. This includes not clicking submit for that time period.
- 10) In order to go to another course grade sheet, you must click Return to Menu (located on the top right of the page). Then click CRN selection once again to change CRN numbers. Click Submit. Then choose the option of entering Early Semester Progress Reports or Final Grades depending on the entries you are going to make.
- 11) *Do not enter anything in the columns for Last Attend Date or Attend Hours* when entering grades. You may enter a Last Attend Date for FN (Failure for Nonattendance), but it is not required.
- 12) Do not enter a grade for students who have dropped, withdrew, or auditing the course and are still on the roll.

Final Grades open the week of finals and will close the Monday following Commencement at Noon. It is necessary for grades to be entered in a timely manner to ensure that the student records are accurate.

Final grades that are not submitted by the deadline will be assigned an NR "Not Reported" grade.

The Record's Office cannot commence End of Term Processing (repeat process, academic standing, GPA update, or transcript production) and degree conferrals until grades have been entered.

Students who have been marked as Not Attending or Stopped Attending during the attendance reporting period still need grades reported for ESPR and Final Grading.