

To: Faculty Teaching During Spring 2017

Re: Grade Rosters and Grading

Grade Rosters have been made available in USM's Student Information System, MaineStreet, for the Spring 2017 semester. **Grades should be entered by May 19th.**

Instructions for submitting Spring grades:

To Enter Grades:

- Go to MaineStreet (either through the portal or via mainstreet.maine.edu)
- Enter your User ID and Password (use your UMS credentials)

Once in the MaineStreet Menu:

- Click on **Enterprise Applications > Campus Solutions > Self Service > Faculty Center**
- Select the **Spring 2017 Semester**
- Click on the **Enter Grades** button before the desired class
- The list of students appears with a box to enter a grade for each student. Select the grade from the "look up" list or simply type it in.
- Once grades are entered, press the **SAVE** button at the bottom (or press **SAVE** periodically as grades are entered).

If grades have been entered for **ALL** students in a class and you would like students to immediately see their grades:

- Change the **Approval Status** at the top of the grade roster to **Approved**
- Click the **POST** button that will appear at the bottom of the page
- Confirm that grades have posted

****Any grades entered into MaineStreet will be posted to student records nightly beginning May 19th.****
(Do not enter grades into MaineStreet until you want students to be able to view them.)

To Change a Grade (including the current term and all previous terms in MaineStreet):

- Click the **Request Grade Change** button (which appears only after grades are posted)
- Change the grade (and enter a comment explaining the change)
- Click **Submit** found at the top and at the bottom of the page

For the current term, **grades are due 1 week after the last final**. After this deadline has passed (and for all previous terms), the grade change is forwarded to the appropriate Dean's Office for approval. The comment entered about the grade change will aid the Dean's Office in the approval decision. If approved, Registration Services is notified electronically and will update the record. If denied, the faculty and student will be notified.

For previous terms, please check your Faculty Center to review your grade rosters for **unresolved temporary** grades. These will be found in the Official Grade column as: I (incomplete), MG (missing grade), or DG (deferred grade). **If left unresolved, such grades will lapse to 'F' on or shortly after May 19th.**

Note: If a student completes the coursework after the F has been posted, it can still be changed to the appropriate final grade via the grade change process described above.

If you are having trouble reporting grades, you may use this web site for a tutorial:

<http://www.maine.edu/pdf/EnteringGradesviaGradeRoster.pdf>

You may also contact Lorie Gallant at 780-5105, Diane Hoyt at 780-5106, or Karin Pires at 780-5011 for help.

Directly from the Catalog, a reminder of our grading system. If you are ever unsure of the appropriate grade to award a student (I's and L's seem to be particularly confusing and often have unintended consequences), please consult with your department chair, dean, or the registrar.

Grading System

Grades at the University are given in terms of letters, with the option of a plus or minus designation (with the exception of A+), representing levels of achievement. The basis for determining a grade is the relative extent to which the student has achieved the objectives of the course. The student's work in each course is graded as follows:

- A Superior
- B Good
- C Satisfactory, successful meeting of the course objectives
Low-level work, below the average required for graduation for an undergraduate, and a failing grade for a graduate student. In addition, individual departments may limit the number of D grades accepted, as stated in the departmental sections of this catalog. The paragraphs on Minimum Grade and Academic Suspension and Repeated Courses should also be noted.
- D
- F Failure to meet the course objectives
- P Pass; pass with a grade of C- or better in a pass/fail course
- H High performance in a pass/fail course
- LP Low Pass; pass with a grade of D-, D, or D+ in a pass/fail course
- I Incomplete; **a temporary grade given, agreed upon by instructor and student, in extraordinary circumstances when the student has failed to complete the course requirements.** Incomplete grades must be resolved by the end of each subsequent (fall or spring) semester. If the incomplete is not resolved by the end of the subsequent semester, it will be converted to an F.
- INC Permanent Incomplete; When a temporary incomplete (I) grade is not resolved to a normal letter grade, a permanent incomplete may be assigned in extraordinary circumstances as determined by the instructor and the dean. In unusual circumstances wherein the faculty member is no longer available, the dean may exercise this function. The grade of INC has no impact on GPA; no credits awarded.
- L Stopped attending; The grade of L may be assigned to students who never attended or stopped attending a course without officially dropping the course. The grade of L will be computed as an F for purposes of the student's grade point average.
- MG Missing Grade; Faculty may fail to submit a grade for a particular student in a course. In these cases, the Registrar will note this act by designating a missing grade, or MG. Missing Grades must be resolved by the end of each semester. If the missing grade is not resolved, it will be converted to an F.
- W Withdrawal after the end of the drop period through 60% of a course. If a student has not officially withdrawn before 60% of the course has been completed, an F will be assigned. The W notation may be obtained after completion of 60% of the course under unusual circumstances if so determined by the instructor and the dean. A threat of failure is not considered to be an unusual circumstance. The grade of W has no impact on GPA.
- DG Satisfactory progress after one semester of a two-semester course; grade and credits to be given upon completion of second semester.
- AU Student attended courses on a noncredit basis.