

## Grading Procedures and Deadlines

Grade Rosters will be available in USM's Student Information System, MaineStreet, for the Fall 2020 semester by December 14, 2020. **Grades are due by December 28.** Aside from anxious students awaiting their semester results (and possibly their degrees), many other time sensitive end-of-semester processes affecting many departments and student services rely on all grades being entered. Thank you for your attention to timely grade submission!

### To Enter Grades once Grade Rosters are available:

- Go to MaineStreet (either through the portal or via [mainestreet.maine.edu](http://mainestreet.maine.edu))
- Enter your User ID and Password (UMS credentials)

From the MaineStreet Menu:

- Click on **Enterprise Applications > Campus Solutions > Self Service > Faculty Center**
- Select the **Fall 2020 Semester**
- Click on the **Enter Grades** button before the desired class
- Confirm that the Grade Roster Type is "**Final Grade**"
- 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 **SAVE** periodically as you enter).

If you have entered a grade for **ALL** students in a class and would like to post grades immediately, please follow these steps:

- Change the **Approval Status** at the top of the grade roster from Not Reviewed to **Approved**
- Click the **POST** button that will appear next to the status and at the bottom of the page
- Confirm that grades have posted

**\*Any grades entered and saved *but not posted* will post to students' records nightly beginning December 14.\***

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

- Navigate to the appropriate grade roster as above and click on "enter grades"
- Click the **Request Grade Change** button
- 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 10 days after the end of term.** After this deadline has passed (and for all previous terms), a grade change is forwarded to the appropriate Dean's Office for review. The comment you enter about the grade change will aid the Dean's Office in their approval decision. The system notifies us electronically of an approved grade change; we will then update the record as indicated. If, for some reason, the change is not approved, you will be notified.

For previous terms (in particular Spring and Summer 2020), please review your grade rosters for any **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, these temporary grades will lapse to 'F' shortly after December 28.\*\***

*Note: If a student completes the coursework and you accept it after the temporary grade lapses, you can request a grade change to the appropriate final grade via the process described above.*

For a tutorial on entering grades, log into Brightspace. In the top navigation bar select "Discover" and keyword search "MaineStreet." This will bring you to a suite of courses that you can enroll in and pin for later use as well.

You may also contact Lorie Gallant at [lgallant@maine.edu](mailto:lgallant@maine.edu) or Karin Pires at [karin.pires@maine.edu](mailto:karin.pires@maine.edu) for help.

**Directly from the Undergraduate 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.**

### **Undergraduate 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:

<b>A</b> -- Superior
<b>B</b> -- Good
<b>C</b> -- Satisfactory, successful meeting of the course objectives
<b>D</b> -- 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.
<b>F</b> -- Failure to meet the course objectives
<b>P</b> -- Pass; pass with a grade of C- or better in a pass/fail course
<b>H</b> -- High performance in a pass/fail course
<b>LP</b> -- Low Pass; pass with a grade of D-, D, or D+ in a pass/fail course
<b>I</b> -- Incomplete; <b>a temporary grade given, agreed upon by instructor and student, in extraordinary circumstances when the student has failed to complete the course requirements.</b> Incomplete grades must be resolved within 140 days from the end of term in which the Incomplete was given or by the deadline specified by the instructor, not to exceed 140 days. If the Incomplete is not resolved in the time frame outlined, it will be converted to an F.
<b>INC</b> -- 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.
<b>L</b> -- Stopped attending; The grade of L may be assigned to students who <i>never attended</i> or stopped attending a course without officially dropping the course. The grade of L is computed as an F for purposes of the student's grade point average.
<b>MG</b> -- Missing Grade; an administrative grade only. 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 <b>must be resolved by the end of each semester.</b> If the missing grade is not resolved, it will be converted to an F.
<b>W</b> -- 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.
<b>DG</b> -- Satisfactory progress after one semester of a two-semester course; grade and credits to be given upon completion of second semester.
<b>AU</b> -- Audit - Student attended courses on a noncredit basis.

From the Graduate Catalog:

### Graduate 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—basic competency; C—below competency; D—unsatisfactory; F—failure.

Other letter grades are as follows:

P	Pass with a grade of B- or better in a pass/fail course.
LP	Low Pass with a grade of C+ or C in a pass/fail course.
F	Fail with a grade lower than C in a pass/fail course.
I	Incomplete: a temporary grade given when the student, because of extraordinary circumstances, has failed to complete course requirements. Incomplete grades must be resolved within 140 days from the end of term in which the Incomplete was given or by the deadline specified by the instructor, not to exceed 140 days. If the Incomplete is not resolved in the time frame outlined, 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 <i>never attended</i> 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; an administrative grade only. Occasionally, faculty may fail to submit a grade for a particular student in a course. In these cases, the Registrar will note this by designating a missing grade, or MG, instead of a grade for the course. Missing Grades must be resolved by the end of the subsequent fall or spring semester. If the missing grade is not resolved by the instructor, the MG will be converted to an F.
W	Withdrawal after the add/drop period through 60% of the course in a given semester. 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 60% of the course has been completed 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, audit basis. (No impact on GPA.)