

MEMO TO: Faculty
FROM: JoAnne Sweeny
Associate Dean for Faculty Affairs
DATE: November 29, 2021
RE: Grading Procedures & Policies

Grade Submission Deadline

If you used Anonymous Grading Numbers in your class, Betty Younis will enter your final grades for you in PeopleSoft. You must have your final grades to her by:

- Upper division classes: Monday, **December 13th at 10am**
- First year classes: Wednesday, **December 15th at 10am**

If you did not use Anonymous Grading Numbers in your class, please post all grades to ULINK according to the following deadlines:

- Upper division classes: Monday, **December 13th at 10am**
- First year classes: Wednesday, **December 15th at 10am**

If at all possible, **submit before the deadline**. Please note that our staff is busy with the exam and graduation process as well as preparing for graduation, so the earlier you can post them, the more helpful it is for us.

If you are teaching an upper division course, and you know that one or more of your students will be receiving an “F” for the semester, please inform Betty Younis, Records & Registration Coordinator as soon as possible.

Submitting Grades to Betty to Compile

As always, if you have multiple grade components, Betty Younis can match them to student names and/or blind grade numbers. If you require such assistance, **submit all components** to Betty as soon as possible. Betty will return the matched components to you so that you may make any necessary calculations and post your grades in a timely manner. Betty will not calculate any portion of a student’s grade. Remember that the University is closing for winter break beginning on December 17 and Betty will not be able to work on anything from that point on.

Uploading Grades to Ulink

1. The law school grading scale is as follows:

A	90 and above
A-	85-89
B+	82-84
B	78-81

B-	75-77
C+	72-74
C	68-71
C-	65-67
D+	64
D	62-63
D-	60-61
F	0-59

Please indicate only one top grade in your course.

2. You can award a deferred grade only in the case of illness or other compelling reason; my prior approval is required. If a student does not take an exam or turn in a paper, please contact me.
3. Academic files of students are closed during the grading period. If you need to examine a record for some special reason, please contact me.
4. **Members of the faculty should not release grades to individual students.** Students may access grades on ULINK once the grades are released.
5. Law school rules require that exams be retained for one year. Please do not return the originals to students. The Law Resource Center can assist you in making copies or PDFs.
6. The faculty has adopted the following policy related to a student's right to discuss and understand the reasons why he/she received the grade:

It is the policy of the faculty that each full- and part-time faculty member should have available some mechanism by which students may be informed of appropriate answers to test questions. A faculty member satisfies this policy by providing a sample answer drafted by the professor; answer of student(s) who did well in the course; discussion of the answers to the examination at a publicly announced time and place (including a class continued during the second semester); or a check list of appropriate issues and answers. This list is not exclusive and faculty are free to select other ways of providing information.

Grading Standard

The law school does not have a mandatory grade median or distribution policy.

However, the law faculty has passed a resolution **recommending** no lower than a "B" median in law school courses.

Grades are often somewhat higher in smaller courses, skills classes, and classes with substantial instructor feedback. If you have questions or would like advice about your grades, please contact me.

Grade Changes

Occasionally, grades must be changed after you submit them because of honest errors in grading.

Please check your grades carefully before submission to minimize errors. If you discover errors, please contact Betty in the Student Records Office to submit grade changes.

All grade changes must be circulated to the law school faculty before being approved.

Posting Grades to Ulink

Please do not forget “Step Eight” in the following posting instructions. This step directs you to download the grades you have posted and deliver (by email) the downloaded document to Betty Younis. This is very important so that the Student Records Office can monitor the accuracy of the grades the University reports to the students.

The University will release grades to students on **Friday, December 17.**

To begin posting your grades, access your class rosters from ULink by logging in at <http://ulink.louisville.edu>. Your account and password are the same as you use to log in for other University services.

STEP ONE: Click on “Faculty/Staff” tab (at the top of the page) and look for the menu item “Academics.”

UNIVERSITY OF LOUISVILLE [Home](#) | [Sign out](#)

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My Page | Student Services | **Faculty & Staff** 1 | Select One: ▾

Personalize Content Layout Mon, Nov 26, 12 4:07 PM

<p>HUMAN RESOURCES</p> <p>Diversity & Equal Opportunity</p> <ul style="list-style-type: none"> ○ Affirmative Action ○ Discriminatory Harassment ○ Employee Relations ○ Sexual Harassment Prevention ○ Information for Persons with Disabilities <p>Employee Benefits</p> <ul style="list-style-type: none"> ○ Benefits Enrollment ○ Benefits Home Page ○ Benefits Summary ○ Dependents Covered ○ Dependent Update ○ Dental Plan ○ Employee Assistance Program ○ Flexible Spending Accounts ○ Health Plan ○ PC Loan Program ○ Retirement Plans ○ Vision Plans <p>Employee Job Opportunities</p> <ul style="list-style-type: none"> ○ Jobs ○ Temporary Services <p>Employee Programs</p> <ul style="list-style-type: none"> ○ Employee Recognition Program ○ Employee Suggestion Program ○ Training & Professional Development <p>General Information</p>	<p>PERSONAL INFORMATION</p> <p>General Information</p> <ul style="list-style-type: none"> ○ Egencia Corporate Travel ○ U of L Cares <p>Personal Info</p> <ul style="list-style-type: none"> ○ Demographic Info Verification ○ Home and Mailing Addresses ○ Phone Numbers ○ Race/Ethnicity Update ○ Paycheck ○ Wage & Tax Statement (W2) <p>ACADEMICS</p> <p>Faculty Center</p> <ul style="list-style-type: none"> ○ Bookstore Textbook Orders for Faculty ○ Class Rosters ○ Class Schedules ○ Record Grades <p>General Information</p> <ul style="list-style-type: none"> ○ Classroom Scheduling (Resource25) ○ Course Descriptions ○ Schedule of Classes ○ Employee Tuition Remission Information <p>RESEARCH</p> <p>General Information</p> <ul style="list-style-type: none"> ○ Grants and Contracts Awards 	<p>EXTERNAL LINKS</p> <ul style="list-style-type: none"> ○ Compliance Helpline Reporting ○ Mailing Lists (LISTSERV) ○ PeopleSoft HR SA <p>UNIVERSITY REPORTS</p> <ul style="list-style-type: none"> ○ University Reports ○ Guest University Reports <p>FINANCIALS</p> <p>General Information</p> <ul style="list-style-type: none"> ○ PeopleSoft Financials ○ Budget Overview ○ SpeedTypes <p>Payroll</p> <ul style="list-style-type: none"> ○ Payroll ○ Position Management <p>Procard</p> <ul style="list-style-type: none"> ○ Cardholder Profile ○ Reconcile Procard Statement ○ Review Procard Statement <p>Purchasing</p> <ul style="list-style-type: none"> ○ Receiving ○ ePro Requisition Entry ○ ePro Requisition Worklist <p>COURSE EVALUATIONS</p> <ul style="list-style-type: none"> ○ Review CEV Reports <p>TRAINING</p> <ul style="list-style-type: none"> ○ Orion Training Courses ○ PeopleSoft Registration
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STEP TWO: Click on “Record Grades.”

STEP THREE: At the end of the instructions, click on the button that says “Grade Now.” Please note that our grading procedures differ slightly from the instructions on that screen; so please rely on this memo for instructions, not the University-wide instructions displayed.

Where do I go if I need help?

If you experience any difficulties with your account ID or password, you should contact the HelpDesk, (502) 852-7997, for assistance. The Registrar's Office does not have access to your password and cannot reset your password. If you log on successfully, but do not have the menu options to get to the **Record Grades** page, or you are missing **Class Rosters**, contact the Registrar's Office through the methods described below to resolve those problems.

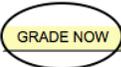
You may address questions to our service account Regoff (regoff@louisville.edu). This is checked several times a day. You may call our office at (502) 852-7192 or (502) 852-1544 and someone will record the problem you are experiencing and we will get back to you promptly.

Questions regarding the Blackboard Grade Import process may be directed to the Blackboard Help Desk at 502-852-8833, or by email at bbsupport@louisville.edu

When are grades due?

~~Grades are due within 48 hours after the scheduled final exam. For special session courses with irregular dates, grades are due within 48 hours after the last day of class.~~

IF YOU ARE READY, CLICK ON GRADE NOW TO BEGIN THE GRADING PROCESS.



STEP FOUR: Your schedule will load. Make sure that the correct term (Spring 2019) is displayed. If not, please click on “change term” and select the “Spring 2019” semester. Click on the Grade Roster icon to the left of the class name (the one that looks like a professor at the whiteboard):

Timothy Hall

Faculty Center | Advisor Center | Search

Faculty Center

My Schedule [View FERPA Statement](#)

Fall 2012 University of Louisville [change term](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster

My Teaching Schedule >>

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
LAW 802-33 (850)	TORTS I (Lecture)	44	MoWeFr 10:35AM - 11:30AM	Law School 175	Aug 20, 2012- Dec 14, 2012

The first 40 exam IDs (or student names if you are teaching a non-anonymously graded course or seminar) will appear. If you have a grade roster with more than 40 students, you can click on “View All” in the bottom left to display the entire roster at once. Otherwise, use the double-arrow buttons to navigate through the roster as you grade.

<input type="checkbox"/>	36	8256	<input type="text" value=""/>		GRD
<input type="checkbox"/>	37	8347	<input type="text" value=""/>		GRD
<input type="checkbox"/>	38	8823	<input type="text" value=""/>		GRD
<input type="checkbox"/>	39	8862	<input type="text" value=""/>		GRD
<input type="checkbox"/>	40	9207	<input type="text" value=""/>		GRD

[View All](#) | [Download](#) | Rows 1 - 40 of 44

[Select All](#) | [Clear All](#) | [Printer Friendly Version](#)

<- add this grade to selected students

[SAVE](#)

STEP FIVE: Enter grades by using the drop-down field next to the ID number on each row. **YOU MUST GRADE BY NUMBER.** Use the official law school grading scale (available from Student Records and distributed previously in the grading policy memo I emailed all faculty) to assign numbers to the grades if you have not graded by number as you evaluate the exams.

Student Grade	Transcript Note	Blind ID	Roster Grade	Official Grade	Grade Basis
<input type="checkbox"/>	1	170	<input type="text" value=""/>		GRD
<input type="checkbox"/>	2	352	<input type="text" value=""/>		GRD
<input type="checkbox"/>	3	638	<input type="text" value=""/>		GRD
<input type="checkbox"/>	4	835	<input type="text" value=""/>		GRD
<input type="checkbox"/>	5	867	<input type="text" value=""/>		GRD
<input type="checkbox"/>	6	1158	<input type="text" value=""/>		GRD
<input type="checkbox"/>	7	1288	<input type="text" value=""/>		GRD
<input type="checkbox"/>	8	1387	<input type="text" value=""/>		GRD
<input type="checkbox"/>	9	1621	<input type="text" value=""/>		GRD
<input type="checkbox"/>	10	1730	<input type="text" value=""/>		GRD
<input type="checkbox"/>	11	2317	<input type="text" value=""/>		GRD
<input type="checkbox"/>	12	2343	<input type="text" value=""/>		GRD

(TIP: If you have large numbers of students, and have pre-sorted them by grade, you can select multiple students (the check boxes on the left), then go to the bottom of the page and select a grade for that group of students, then click the "Add this grade to selected students" button.)

<input type="checkbox"/>	37	8347	<input type="text" value=""/>		GRD
<input type="checkbox"/>	38	8823	<input type="text" value=""/>		GRD
<input type="checkbox"/>	39	8862	<input type="text" value=""/>		GRD
<input type="checkbox"/>	40	9207	<input type="text" value=""/>		GRD

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[Select All](#) | [Clear All](#) | [Printer Friendly Version](#)

<- add this grade to selected students

[SAVE](#)

When you finish grading (or want to stop for a break), click on the “SAVE” button at the bottom of the page. **If you navigate away from this page, or between pages of a large class roster, without clicking “SAVE,” you will lose the work you have entered.**

ERRONEOUS EXAM NUMBER

If you have exams that you cannot identify by an exam number in the system, the student may have entered his or her exam number incorrectly. Betty may be able to help you identify the student. If not, please enter a grade of “X” for that student, and we will track down the correct exam number afterwards.

GRADES OF “F”

If a student fails your course, enter that grade as a numeric score within our grading scale. The system MAY ask for an additional code for the grade. If so, the correct label will be “EF,” “earned failure,” the student completed the course requirements but did not pass the course.

DEFERRED GRADES

If a student has received approval to have a deferred grade (exam or paper), enter a grade of “X” for that student; do not leave the grade box blank. You will be able to enter the final grade for the student at a later date.

STEP SIX: PROOFREAD. Once you have clicked on the “SAVE” button, the system will assign letter grades to all numeric grades you have entered up to this point. Make sure that the “Converted Roster Grades” which the system displays correspond to the “Roster Grade” numbers you entered, and that the grades in the system correspond to the grades you recorded on your grading spreadsheet or on the exams.

Student Grade	Transcript Note	Blind ID	Roster Grade	Converted Roster Grade	Official Grade	Grade Basis
<input type="checkbox"/>		1 170	96	A		GRD
<input type="checkbox"/>		2 352	74	C+		GRD
<input type="checkbox"/>		3 638	90	A		GRD
<input type="checkbox"/>		4 835	87	A-		GRD
<input type="checkbox"/>		5 867	88	A-		GRD

STEP SEVEN: Once you are satisfied that the grades are correct, change the “Approval Status” from “Not Reviewed” to “Approved.” This will allow the system to pick up your grades and post them to students. Grades cannot be released to students unless you mark your grades “approved.” Click “Save” inside this box to register this change with the system.

Grade Roster Action:

***Approval Status**

Not Reviewed

Approved

Not Reviewed

save

STEP EIGHT: Click on “Download” at the bottom of the page to download an Excel spreadsheet of your grades. Depending on the popup blocker settings in your browser, you may need to give the computer permission to open and save the resulting file. Email that file to Betty Younis for her records and to help her prepare the grade sheet she will return to you. If you are uncomfortable emailing the file, you may put it on a USB drive and bring it to the Student Records office. **No hard copy paper documents will be accepted.**

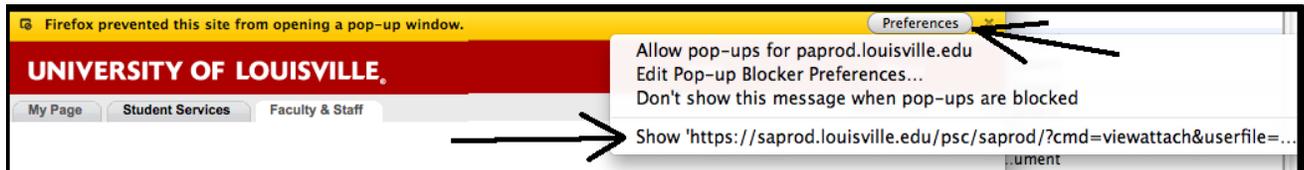
<input type="checkbox"/>	39	8862	<input type="text"/>	GRD
<input type="checkbox"/>	40	9207	<input type="text"/>	GRD

View All | **Download** | Rows 1 - 40 of 44

Select All | Clear All | Printer Friendly Version

<- add this grade to selected students

SAVE



After grades are posted to students, you will not be able to go back into the system and make changes; rather, all changes will have to be made through our grade-change administrative procedure in Student Records.

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT BETTY YOUNIS at betty.younis@louisville.edu .