How to implement final grading options for Spring 2020

Below is some important information to assist instructors at The Ohio State University in posting final grades for Spring 2020, including a step-by-step guide.

Grading policy changes overview

Questions

More information is available on the Office of Academic Affairs’ Grading policy changes for Spring 2020 webpage.

If you have questions about grading policies, please contact Dean of Undergraduate Education Dr. Beth Hume or Dean of the Graduate School Dr. Alicia Bertone.

If you have questions about the process of entering grades or encounter an unexpected error, please contact Assistant Registrar, Student Records, Rebecca Bertran or Associate Registrar Ryan Hunt.

Timeline

The University Registrar requests that instructors do not enter final grades before April 28, 2020, in order to ensure that requested changes by students have taken effect in the system.

Pass/No Pass

Instructors may not know that the grade option has been changed for a student until they post the final grade in the Student Information System (SIS).

Instructors must calculate final grades for all students according to the grade scheme they have in their syllabus. For students who have elected for Pass/No Pass grading, the calculated final grade will need to be changed into Pass (PA) or No Pass (NP) when grades are submitted through SIS.

Please note that thresholds for Pass vary for graduate versus undergraduate students and by college:

- For graduate students, a final grade of C- or above is a Pass.
- For undergraduate Dental Hygiene and Health and Rehabilitation Services students in courses offered by those programs, the Pass threshold is also C-.
- For undergraduate Nursing students in Nursing courses, the Pass threshold is a C+.
- For undergraduate Social Work students in Social Work courses, the Pass threshold is a C.
- The Pass threshold is a D for undergraduate courses in the Colleges of Arts and Sciences; Business; Education and Human Ecology; Engineering; Food, Agriculture and Environmental Sciences; Pharmacy; Public Affairs; and Public Health.
- Full details for each college and program can be found on the Grading policy changes for Spring 2020 webpage.

Incomplete

Students experiencing significant problems accessing or completing coursework may request a grade of Incomplete (I) from their instructor.

A grade of I is entered as the final grade, with the grade earned on material completed entered as the “Lapse to” grade, should the student not complete the remaining coursework.

For Spring 2020, students have 10 weeks to complete work or request and extension; if they do neither of these things, their grade defaults to the “Lapse to” grade. Instructors can extend the duration of time for an Incomplete or process the replacement grade for an Incomplete through SIS.
Submitting grades

The instructions below apply to graduate and undergraduate classes in all programs, and mirror the steps used to submit grades in any other term.

**Entering PA/NP and Incompletes in the Student Information System**

1. Navigate to your class **Grade Roster** page in the SIS (Pathname: Main Menu > Curriculum Management > Grading > Grade Roster).

2. Click the **Grade Roster** tab and review the selected grading types in the Grading Basis column.

3. If a student has selected the Pass/No Pass grading option, a P/NP will be listed in the Grading Basis column. Only grades in the Pass/No Pass grading basis will be available to assign. You will not be able to assign a PA/NP grade for a student that does not have a P/NP grading basis.

   Please note that grades exported from Carmen will appear as A-E for all students, regardless of the grading basis. A-D grades **must** be manually changed to the appropriate PA for PA/NP students. E grades do not need changed to NP for PA/NP students, as this conversion will be done automatically.

4. Select the appropriate grades from the drop down menu:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>P/NP</th>
<th>Major</th>
<th>Class Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonilla, Luis Augusto</td>
<td>GRD</td>
<td>Business - Real Estate and Urban Analysis</td>
<td>Sophomore</td>
</tr>
<tr>
<td>Bormiller, Lila Paige</td>
<td>GRD</td>
<td>Education and Human Ecology - Consumer and Family Finl Serv</td>
<td>Senior</td>
</tr>
<tr>
<td>Brooks, Adrianna</td>
<td>GRD</td>
<td>Business - Marketing</td>
<td>Sophomore</td>
</tr>
<tr>
<td>Brown, Abbie</td>
<td>GRD</td>
<td>Business - Finance/ Economics</td>
<td>Sophomore</td>
</tr>
<tr>
<td>Bubna, Aadya</td>
<td>PNP</td>
<td>Business - Finance</td>
<td>Junior</td>
</tr>
<tr>
<td>Bucholtz, Jared</td>
<td>GRD</td>
<td>Business - Finance</td>
<td>Senior</td>
</tr>
</tbody>
</table>
5. If an Incomplete (I) grade is assigned, a Lapse Detail box will appear. Click Lapse Detail and select a Lapse to Grade. This will be the default grade the Incomplete should lapse to if a final grade is not received by the Incompletes deadline the next term.

Click OK. Do not change the Lapse Deadline date. If an extension is needed, an "Extension of Incomplete" form will need to be submitted to OUR.

If an EN (E for non-attendance) grade is assigned, a box will appear in the Last Attendance Week column. Choose the week the student last attended. If the student never attended, select “Before Term.”

6. Click Save.

7. Click the Grade Roster Type tab.

8. Verify the *Approved Status is “Full/Partial Post” and click Post.

9. Click the Grade Roster tab.

10. The Roster Grades are no longer available to be entered or changed and the Official Grade column is populated, indicating as immediate feedback that the grades are now part of the permanent academic record.