UPDATED: 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. **Note that the method of posting PA/NP grades has been updated.**

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 grade posting deadline for Spring 2020 is **Friday, May 8.**

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 PNP 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 PNP grading basis.

   Please note that grades exported from Carmen for students selecting the Pass/No Pass option will appear as follows:

   - A through C+ will be updated to Pass (PA)
   - E and EN will be updated to Non-Pass (NP)
   - C, C-, D+ and D will be set to blank for you to fill in as PA or NP according to your college's grading guidelines

NP ▼		PNP	Graduate Business - Master of Accounting	Graduate
B ▼		GRD	Graduate Business - Master of Accounting	Graduate
B+ ▼		GRD	Graduate Business - Master of Accounting	Graduate
PA ▼		PNP	Graduate Business - Master of Accounting	Graduate
▼		PNP	Graduate Business - Master of Accounting	Graduate
I NEN NP PA		GRD	Graduate Business - Specialized Master Bus-Fin	Graduate
		GRD	Graduate Business - Master of Accounting	Graduate

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

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/NEN (E/NP 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.