

## Final Grade Submission Instructions for insideND

1. Log into insideND.
2. Go to the Academic tab. On the Academic tab, a Faculty Services Channel exists. Click on the plus sign next to 'Grading'. Then click on the link 'Final Grade Submission'.
3. Select the current semester and then click submit.
4. Choose the class you want to grade by using the drop down box. The drop down box will list only the classes for which you are listed as an instructor.
5. Press "Submit." (The result will be your class list.) You may need to scroll down or click on the next record set to view additional students.
6. Click on the drop down arrow for each student to see the eligible grades.
7. Click on the grade you are assigning the student. Once you have clicked on it, it will appear in the box.  
*\*\*If assigning a grade of 'I' for graduate students, you will need to click on "Submit" twice to save the grade.*
8. Press "Submit" often to save the grades you have entered (similar to what you would do in any word processing program).
9. Continue entering grades until each student has been assigned a final grade.
10. Press submit before moving on to the next page (record set) if applicable. **NOTE: You can continue to access the class list and adjust your grades until the deadline announced by the Office of the Registrar.**
11. If you have another class to grade, click on the "CRN link" at the bottom of the page and repeat steps 1-10.
12. When you have finished grading and have pressed "submit" to save the grades entered, close the browser by clicking on the "X" in the upper right corner of the screen.

If you would like a copy of the grades you have submitted for a class, please log in to On-Line Photo and print the class roster with grades.

**Once the announced deadline for grades arrives, the Office of the Registrar will roll the grades you have entered to the students' records. A "Y" will appear in the "Rolled" column. Once that occurs, grades can no longer be adjusted on-line. Any grade changes after this occurs must be submitted using the *Academic Grade Change* form available in each departmental office and must be approved by the student's dean.**

For additional grading information and an on-line demonstration of the grading process, please view the grading tutorial at [http://registrar.nd.edu/training\\_support.shtml](http://registrar.nd.edu/training_support.shtml)

For grading information as it is stated in the *University Academic Code*, please view the reverse side of this page. **If you wish to assign an "X" grade to an undergraduate student, you must speak with the student's academic dean prior to assigning this grade.**

**\*\* Assigning a grade of 'I' for graduate students will result in a secondary screen indicating by what date the student must complete the work to convert the 'I' grade to a letter grade. This deadline is defined in the Graduate School bulletin and cannot be changed.**

If you have questions, please contact the Office of the Registrar at 574-631-6488 during business hours or e-mail Jennie Brackett at [jbracket@nd.edu](mailto:jbracket@nd.edu).

## The Academic Code of the University states the following concerning Grading:

### Students Who Are Eligible for Grading

11.1 A student can receive credit for only those courses taken in classes for which the student has been duly registered by the proper official.

11.2 A student may add courses only during the first seven class days of the semester.

11.3 Courses may be dropped at the discretion of the student during the first seven class days of the semester. After this period the student must have the approval of the dean. A student who withdraws from class without the permission of the dean will fail the course. A course may be dropped up to one week after the distribution of midsemester deficiency reports, but the dean's approval will not be granted if the student's remaining course load falls below the full-time course load for a degree-seeking student. A course may be dropped after this deadline only in cases of serious physical or mental illness. Courses dropped after this period will be posted on the academic record with the grade of "W."

### Class Attendance and Grading

13.2 At the beginning of the semester the instructor will state in writing the class policies concerning attendance and grading. At the instructor's discretion, a failing grade may be given for excessive absences. Before this is done, a warning in writing to the student and a notice to the student's dean must be given stating that "further absences will result in a failing grade." Instructors have discretion over attendance at class at all times.

### Unexcused Absences from the Final Examination

14.2 Unexcused absences from the semester examination will result in a student receiving a grade of no credit on the final examination. The instructor and the student's dean will determine whether the cause of absence was sufficient to permit the later administration of the examination.

### Semester Grade Reporting

17.1 The semester grade of the undergraduate student in any course is based on two elements: (1) the class work of the student for the whole semester, and (2) the final examination. Final examinations for undergraduate courses may not be weighted for less than one-fifth or more than one-half of the semester's work in determining the final grades. Grades in the Graduate School and post baccalaureate professional programs may be based on the finals alone.

17.2 Grades must be submitted to the Office of the Registrar no later than the date stipulated in the academic calendar. No one but the instructor in charge of a course can give a grade in that course or change a grade given, except under the most extraordinary circumstances. In extraordinary circumstances, a grade may be changed by the dean with the approval in writing of the chairman and provost. The instructor giving the grade must be notified immediately in writing of the change and the reasons for it.

17.3 Only those students whose names appear on the final class list generated by the Office of the Registrar may be given a grade. A recommended grade change and the justification for such a change are to be reported in writing by the instructor to the student's dean for approval. In those cases involving a student who is subject to dismissal or is on academic probation, the student's dean will have final approval of any grade change.

17.4 A grade report of credit is made at the end of each semester by the Office of the Registrar to the student and the student's financial sponsor. No diploma, professional certificate, transcript of credit, or other information concerning academic records is given until the student's account has been settled.

### The Grading System

18.1 The grading system employed is as follows:

#### Letter Point Legend

##### Grade Value

A 4.000

A- 3.667

B+ 3.333

B 3.000

B- 2.667

C+ 2.333

C 2.000 Lowest passing grade for graduate students.

C- 1.667

D 1.000 Lowest passing grade for undergraduate students.

F 0 Failure

X 0 Given with the approval of the student's dean in extenuating circumstances beyond the control of the student. It reverts to "F" if not changed within 30 days after the beginning of the next semester in which the student is enrolled.

I 0 Incomplete (reserved for advanced students in advanced studies courses only). It is a temporary and unacceptable grade indicating a failure to complete work in a course. The course work must be completed and the "I" changed prior to the beginning of the final examination period of the next semester in which the student is enrolled; otherwise, the "I" grade remains on the transcript and is computed as equivalent to an "F" in calculating averages.

*Grades that may be given but which are not included in the computation of the average are as follows:*

S — Satisfactory work (courses without semester credit hours, as well as research courses, departmental seminars or colloquia or directed studies; workshops; field education and skill courses).

U — Unsatisfactory work (courses without semester credit hours, as well as research courses, departmental seminars or colloquia or directed studies; workshops; field education and skill courses).

V — Auditor (Graduate students only.)

*Grades that are assigned by the University Registrar, i.e., not to be given by the faculty:*

W—Discontinued with permission. To secure a "W" the undergraduate student must have the authorization of the dean.

P—Pass in a course taken on a Pass-Fail basis.

NR—Not reported. Final grade(s) not reported by the instructor due to extenuating circumstances.

F\*—No final grade reported for an individual student.

18.2 Grades for foreign language competency examinations, candidacy examinations, and dissertations shall be "P" (passed) or "F" (failed).

18.3 Grading in the Law School is governed by the Hoynes Code.

#### Pass-Fail Option

19.1 Each junior or senior undergraduate may file with the University Registrar during the first seven class days of the semester the decision to take one elective course, outside the student's major department and not required by the students program, per semester on a Pass-Fail basis. Such a filing is irrevocable and will result in conversion by the registrar of the faculty member's final grade report into an entry of P (pass) or F (fail) on the student's record. The faculty member will not be informed that the student has elected the pass-fail grading option. The registrar will interpret the final grades of A through D as pass, and will not be computed into the student's grade point average. If a final grade of F is issued, it will be computed into the student's grade point average.