ELECTRONIC GRADES MANUAL

Carnegie Mellon UNIVERSITY REGISTRAR’S OFFICE
WELCOME TO ELECTRONIC GRADES

My staff and I would like to take this opportunity to thank you for submitting your grades electronically. This manual will provide you with information and instructions for entering your grades on Faculty Information Online (FIO) - https://acis.as.cmu.edu/fio/. It is our hope that this manual will give you an understanding of the policies and procedures related to grades.

The enclosed information will help you prepare for grading. We’ve provided web submission instructions, grading scales and policies, including the difference between mid-semester and final grades, and information on privacy.

We want to make this manual as practical and helpful as possible. It’s only through your help that we can improve this product and provide you with the best information. Please send e-mail to egrades@andrew.cmu.edu if you have any questions or suggestions.

Sincerely,

John Papinchak
University Registrar

University Registrar’s Office
Lower Level, Warner Hall, 5000 Forbes Avenue, Pittsburgh, PA 15213-3890
Phone: 412-268-1903, Fax: 412-268-6651, E-mail: egrades@andrew.cmu.edu, Website: www.cmu.edu/hub
POLICIES

All courses taken at Carnegie Mellon must receive grades. If a faculty member is not able to assign a grade, the head of the academic department has the responsibility to make sure grades are received by the University Registrar’s Office.

Undergraduates are graded on a straight 4.0 grading scale for final grades. The 4.0 grading scale does not permit assigning plus and minus grades (except mid-semester). They are truncated to the letter grade during grade processing (e.g. B+ = B, except during mid-semester). Graduate students are graded on a 4.33 grading scale, which allows plus and minus grades. Students’ grading scales are based upon their degree status, not on the course that they are taking.

For the complete university policy on grades, please see http://www.cmu.edu/hub/reg/grading_policies.html.

INQUIRIES

If you have additional questions or you experience difficulty entering your grades, please contact Mary Ann Moyer at 412-268-1941 or Kathy Sloan at 412-268-1949.
PROXY INFORMATION

If someone other than yourself must submit your grades, then they will need to be set up as a proxy through the University Registrar’s Office (URO). Only the instructor of record, assistant or associate department head, are permitted to register a proxy. Let your proxies know they must have an active Andrew account to be registered. (Note: Graduate teaching assistants may be added as proxies and should be listed as the instructor of record. Undergraduate teaching assistants CANNOT be proxies.)

Send e-mail to egrades@andrew.cmu.edu to register your proxy. In your e-mail message, please provide us with the proxy name, proxy Andrew User ID, course number, course section, semester, and your name.

GETTING STARTED

To get started, log into Faculty Information Online by going to https://acis.as.cmu.edu/fio. You’ll need to enter your Andrew account username and password.

If the Andrew username and password are valid, you will need to click ‘Continue.’ This will take you to the ‘Welcome’ page.

If the Andrew username and password are not correct, you will then be given the option to retry. If after retrying you still cannot access your account, then contact Computing Services at x8-2639 for help.

If you do have a ‘Continue’ button and you receive an error message stating “You have not been validated,” e-mail egrades@andrew.cmu.edu. Include your name, Andrew ID, course number(s) and section(s) you are teaching.

Once you are in Faculty Information On-Line, you can begin the electronic grading process. There are six options from which to choose in the main menu:

- Enter Grades - Displays registered students and permits entry of midsemester and final grades.
- Course Roster - A report displaying a list of registered students.
- Waitlist Roster - A report listing waitlisted students in this course/section.
- Photo Roster - Used to request a photo roster report which displays photographs of students registered in this course/section.
- Help - Gives brief description of Faculty Information Online buttons.
- Feedback - E-mail message will go to egrades@andrew.cmu.edu.
GRADING INFORMATION

MID-SEMESTER GRADES
Mid-semester grades are used to assess the student’s performance midway through the semester. This gives the student the ability to self-assess their performance in each class.

Furthermore, mid-semester grades and the QPAs they generate are used by deans and advisors in identifying and dealing in a timely way with students in academic trouble. Therefore it is imperative that mid-semester grades accurately reflect student performance and are turned in on time. Mid-semester grades are not permanent and are kept only until final grades are recorded. Because mid-semester grades are not permanent, as a rule, Change of Grade/Missing Grade Forms will not be accepted. Plus and minus grades for undergraduates are only permitted during mid-semester grading.

GRADES FOR MINI COURSES
Final grades for fall Mini-1 courses and spring Mini-3 courses are reported during mid-semester grade processing. You will not be asked to reassign those grades at final grade processing. Mini-1 and Mini-3 course final grades are displayed on the student’s transcript as soon as the grades are reported.

WITHDRAWAL GRADES
While entering your mid-semester or final grades, you may come across a student who has already been assigned a “W” grade. “W” grades are assigned when a student drops a course after the drop deadline, but before the last day of class ends. “W” grades can also be entered by the University Registrar’s Office. If a “W” grade has been assigned to a student, it cannot be changed through the Egrades web application.

PASS/FAIL GRADES FOR UNDERGRADUATE STUDENTS
Undergraduate students may elect to take a free-elective course pass/fail unless precluded by the course, the course’s department or the student’s home department/college. Policies for graduate students vary and students should be advised to check with their individual colleges/departments/programs for details.

A student must submit a Pass/Fail Form to the University Registrar’s Office indicating the course they are electing as pass/fail before the end of the university’s drop period. This decision is irreversible thereafter. No information regarding the student’s decision will be passed on to the instructor. Instructors will submit letter grades, which will automatically be converted to pass/fail.

Grades A through D (passing) will receive credit for units passed and be recorded as “P” on the student’s academic record; an “R” (failing) grade will receive no credit and will automatically convert to “N” on the student’s academic record. No quality points will be assigned to “P” or “N” units; “P” or “N” units will not be factored into the student’s QPA.

In exceptional circumstances, departments may ask to designate a course pass/fail or request that the course be evaluated only with letter grades. The College Council must approve designating a course as pass/fail only or as graded only. If such a decision will have an adverse effect on the requirements of any other college, Academic Council must review the decision. The decision to designate a course as pass/fail or graded must be made before the add period for the course and is irreversible thereafter.

PASS/FAIL AND SATISFACTORY GRADES FOR GRADUATE STUDENTS
Satisfactory, or “S” grades, only apply to graduate students. “S” grades are not applicable to undergraduate students. If the student has successfully completed a course and has earned an “S” grade, the grade will appear on the student’s transcript and the units earned count toward graduation, but are not factored into the QPA.

In some graduate programs, pass/fail grades are acceptable. All graduate grading scales permit assigning these grades, but in some cases, the student’s program will preclude the grade. If you receive an error when assigning a “P” grade, please submit the “S” grade for the student.
AUDIT GRADES
Instructors assigning an audit grade for a student who successfully completes the course should give an “O” grade. For any student who has not successfully completed requirements for auditing the course, a blank grade or * (asterisk) grade should be assigned.

INCOMPLETE/DEFAULT GRADES
Whenever you enter an Incomplete grade (I) for a student, you must specify the default grade. The default grade is the grade a student with an Incomplete grade would receive if he/she did no more work. For instance, a student who was unable to turn in a large assignment by the end of classes might be assigned an Incomplete grade (if the instructor agrees). If the student turns in the work, the instructor can choose to change the grade later to a higher grade to reflect the work submitted. Or, if the student decides not to complete the work, the grade reverts to whatever the instructor has set as the default grade. Incomplete grades revert to the default grade if the instructor has not completed a Change of Grade Form, changing the Incomplete grade to a permanent grade, by the last day of the examination period of the following semester.

ASSIGNING GRADES FOR GRADUATING STUDENTS IN THE SPRING SEMESTER
Grades for students who are targeted for graduation in the spring are due earlier than final grades. Within the e-grade application, the student’s expected graduation date will be bold alerting you to pending graduation. Please assign these grades by their due date.

During this period, you may choose to enter all student grades for your course. If not, you may enter the remaining grades for your students during normal final grade processing deadlines.

CHANGE OF GRADE
You have the ability to change a grade via the Egrades website during the CURRENT grading period. After the grading deadline has passed, you will not be able to change a grade through the website. You will need to complete a Change of Grade/Missing Grade Form (contact your teaching department administrator for this form) for any late “final” grade changes. Once complete, send the form to the University Registrar’s Office, Warner Hall A19, for processing. Note: Change of Grade/Missing Grade Forms are not accepted for mid-semester grades.

MISSING GRADES
All “final” grades not submitted by due dates are considered missing grades. After the designated grade processing period, the web application can no longer be used. Please submit a Change of Grade/Missing Grade Form for each student registered in your class missing a “final” grade. Once complete, this form should be sent to the University Registrar’s Office, Warner Hall, A19, for processing. Note: Change of Grade/Missing Grade Forms are not accepted for mid-semester grades.

BLANK GRADES
If you intentionally want to leave a student’s grade blank, you should assign an * grade (asterisk). During the current grading period, you are able to change this grade online. After the grade submission deadline, you will need to complete a Change of Grade/Missing Grade Form to change a blank grade.
The main window will display all of the courses and sections for which you are listed as the instructor (and proxy if applicable). All grading is recorded at the recitation level. If you have a lecture with recitations, you will enter grades for each recitation.

Click on the ‘Enter Grades’ button, scroll down and click/highlight the course/section for which you want to enter grades and click on ‘Submit.’ Even if you have one course/section, you still have to select it. If you are missing sections from your selection list, click on ‘Feedback’ to send an e-mail, which should include your name and course/section.

The next frame will display a listing of all students who have registered in the section.

**ENTER GRADES**

To enter grades, place your cursor on the first student blank grade column and enter the grades for that student. Grades are not case sensitive. Note: Place plus/minus symbols in the same box as the grade.

The tab key moves to the next field. The cursor will move to the default grade column and continue down the list of students. You can also use your mouse and click on the next appropriate grade column.

If you enter an ‘I’ for an incomplete grade, you MUST enter a default grade. For more information, see page 5.

Before moving on, be sure to save the entered grades by clicking the ‘Save Grades’ button at the bottom of the page.

**Change Grades**

To change grades, click in the box, delete the grade and replace with a new grade. Remember to re-save.

**Clear Grades**

The ‘Clear Grades’ option will remove all the entered grades that have not been saved. If you previously saved grades, those grades will not be removed.

**Saving your Grades**

When you have finished entering all of your grades, click on ‘Save Grades,’ located at the bottom of the student list. If you wish to enter some grades, but not all grades for a section, you can save your work and enter the remaining grades for the same course and section at a later time.
After saving your grades, a new frame will display this message: “Your grades have been saved. You will receive a confirmation via e-mail in less than one hour.” Note: Only the first and last name of the student, his/her Andrew User ID, and course number and section will be shown in the confirmation. **Grades will not be shown due to privacy.**

**Verifying Your Grades**
Verifying your grades is very important! Please double check to make sure the grade that’s recorded is the grade you assigned.

We update the website every 15-30 minutes, depending on the number of students being updated at a time. To verify your grades, try the following:

- On the website, you can verify your grades by selecting ‘Enter Grades’ again after 15 minutes.
- Print a class roster through the website after 15 minutes. Click on the ‘Class Roster’ button.
- If you have a SIS account, you can verify the individual student grades through the RGD1 screen or by roster through the RRD2 screen.

**Note:** Students will be able to see their grades through the Student Information Online website approximately 15 minutes after being saved.

**Exiting**
When you are finished entering and saving your grades, please save and quit your browser to keep your information private.

**COURSE ROSTER BUTTON**
Course rosters are formatted rosters that can be written to a screen to be printed or e-mailed to you. Course Rosters print mid-semester, final and default grades when applicable. Rosters can be run for a complete academic year (Fall, Spring, Summer 1, Summer 2).

You can create a course roster by course and section or use the ‘All’ option to retrieve all sections per course or every teaching course. Unlike the Enter Grades button, Course Rosters will retrieve lectures (including sections 1-10). To create:

1. Highlight the desired semester, course and section.
2. Select where you want the output to go, either e-mail or screen.
   - E-mail: You will receive your roster in less than one hour via your Andrew account.
   - Screen: The roster will appear on your screen. You can print the screen from within your browser.
3. Click ‘Submit.’

**WAITLIST ROSTER BUTTON**
Click on this button to view a list of students who are waitlisted for the course.

**PHOTO ROSTER BUTTON**
A photo roster displays photographs of students currently registered for the course/section. Once your photo roster request is processed, you will receive a confirmation e-mail from John Papinchak (*jp7p@andrew.cmu.edu*). **Only** the instructor may request a photo roster. Proxies are not permitted to request a photo roster.

**HELP BUTTON**
Gives brief description of Faculty Information Online buttons.

**FEEDBACK BUTTON**
The feedback button will send your comments and suggestions to the *egrades@andrew.cmu.edu* account.
STUDENT RIGHT TO PRIVACY

You are accountable for maintaining the privacy of student information in compliance with university and federal policies. The university privacy policy is designed to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. Sec. 1232g. Good practice by faculty and staff members requires that they maintain, report, and make available information included in student educational records in compliance with the requirements of FERPA and the university’s policy.

Student Information Guidelines

Some recommended guidelines and practices regarding protecting the confidentiality of student records are shown below:

• **DO NOT** display student scores or grades publicly in association with names, student ID numbers, Social Security Numbers, computer user IDs, or other personal identifiers.
• **DO NOT** put papers, homework, exams, lab reports, etc. containing student names and grades in publicly accessible places. Students may not have access to the scores and grades of others in the class.
• **DO NOT** share student educational record information, including grades or grade point averages, with other faculty or staff members of the university unless their official responsibilities identify their “legitimate educational interest” in that information for that student.
• **DO NOT** share by phone or correspondence information from student educational records, including grades or grade point averages, with parents or others outside the institution, including letters of recommendation, without written permission of the student.
• **DO** refer requests for information from the educational record of a student to the proper educational record custodian.
• **DO NOT** request information from the educational record custodian without a legitimate educational interest and the appropriate authority to do so.
• **DO** keep course records for a minimum of one year after the course ends. Do keep only those individual student records necessary for the fulfillment of your teaching or advising responsibilities. Private notes of a professor/staff member concerning a student and intended for professor’s/staff member’s own use are not part of the student’s educational record.
• **DO** keep any personal, professional records relating to individual students separate from their educational records. Private records of instructional, supervisory and administrative personnel and ancillary educational personnel are to be kept in the sole possession of the maker and are not to be accessible or revealed to any other person, except if basic research involves student data, instructors should follow university policies regarding the use of human subjects.
• **DO** change factual information regarding grades and performance in an educational record when the student is able to provide valid documentation that information is inaccurate or misleading. The substantive judgment of a faculty member about a student’s work, expressed in grades and/or evaluations, is not within the purview of a student’s right to challenge their educational records.
• **DO NOT** include in a student’s educational records or make available to him/her, or to a third party, information from medical, psychiatric, or psychological reports; records from law enforcement officials on or off the campus; or notes of a professional or staff person which are intended for that individual alone.

Course Roster Privacy

Enrollment Services provides class lists only in electronic form. Instructors may access this application through The HUB website, www.cmu.edu/hub. Course rosters are available at any time after student registration from the Egrades website. These rosters reflect all registration and add/drop activity for your course at the time you are accessing the electronic roster.
Carnegie Mellon Grading Scale - UNDERGRADUATE STUDENTS

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Passing</td>
</tr>
<tr>
<td>R</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td>X</td>
<td>0.0</td>
<td>Conditional Failure (Can be replaced by no grade higher than ‘D’)</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>Non-factorable units Passing</td>
</tr>
<tr>
<td>N</td>
<td></td>
<td>Non-factorable units No Credit</td>
</tr>
<tr>
<td>O</td>
<td></td>
<td>Non-factorable units Audit</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Non-factorable units Withdrawal</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Non-factorable units Incomplete</td>
</tr>
<tr>
<td>AD</td>
<td></td>
<td>Credit granted for work completed at another institution or examination credit</td>
</tr>
</tbody>
</table>

This maintains the current grading standard for all students classified as seeking an undergraduate degree and special students taking either undergraduate or graduate courses.

Grades for courses that receive unit credit, but that the university considers non-factorable toward cumulative grade point average (such as Physical Education courses, Computer Skills Workshop, StuCo, etc.) will be graded on a pass/no credit basis and will be indicated on the student’s record by either a P or N.

Any +/- grades received by undergraduate students when taking graduate level courses will be automatically converted by Enrollment Services to the corresponding letter grade (B+ = B) as listed in the scale above.
<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.33</td>
<td>(Not applicable to CIT, HSS graduate students)</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>(Not applicable to SIA, HSS and HNZ graduate students)</td>
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<td>1.00</td>
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<td>Credit granted for work completed at another institution or examination credit</td>
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</tr>
</tbody>
</table>

This grading scale is applicable to ALL graduate students who have entered and returned after Summer 1995 and special students taking graduate courses. Pass/No Credit policies for graduate students vary and students should be advised to check with their individual colleges/departments/programs for details. Minimum passing grades in graduate courses are determined by department and college policy. Any course that a graduate student completes will be graded using this scale. This includes undergraduate courses taken by graduate students and special students taking graduate courses.
Carnegie Mellon University does not discriminate and Carnegie Mellon University is required not to discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 or other federal, state, or local laws or executive orders.

In addition, Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs on the basis of religion, creed, ancestry, belief, age, veteran status, sexual orientation or gender identity. Carnegie Mellon does not discriminate in violation of federal, state, or local laws or executive orders. However, in the judgment of the Carnegie Mellon Human Relations Commission, the Presidential Executive Order directing the Department of Defense to follow a policy of “Don’t ask, don’t tell, don’t pursue” excludes openly gay, lesbian and bisexual students from receiving ROTC scholarships or serving in the military. Nevertheless, all ROTC classes at Carnegie Mellon University are available to all students.

Inquiries concerning application of these statements should be directed to the Provost, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-6684 or the Vice President for Campus Affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.

Carnegie Mellon University publishes an annual campus security report describing the university’s security, alcohol and drug, and sexual assault policies and containing statistics about the number and type of crimes committed on the campus during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The security report is also available online at www.cmu.edu/police/statistics.htm.

Carnegie Mellon University makes every effort to provide accessible facilities and programs for individuals with disabilities. For accommodations/services, please contact the Equal Opportunity Services Office at 412-268-2000.


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