Grading Instructions for Final Grades  
Office of the Registrar

Key Dates for Final Grade Submission

Final Grade Submission available in PRESTO  
December 4, 2015  
[Please note that PRESTO will be unavailable on the evening of December 4 until approx.10:00 pm.]

Deadline to Submit Final Grades via PRESTO  
Monday, January 4  
(PRESTO is unavailable between the hours of 4:00 am and 6:00 am)

Reports produced for Academic Standing Committees regarding Academic Standing  
Wednesday, January 6

All Grades available to students on PRESTO  
Wednesday, January 6

Deadline for Work due From Students with an Approved Incomplete  
Wednesday, January 6  
(Yellow grade sheets will be sent to you on approximately this date so that you can record the final grade.)

Incomplete Grades due to Registrar  
Monday, January 11

Academic Standing Committee meets  
week of January 18

Grading Procedures and Policy

Approved Grades: You must record a grade for every student in every CRN assigned to you for the fall semester. Please do not forget private reading and research courses.

In PRESTO, use the pull down window under the column “Course Grade” to submit an appropriate grade for each student listed. The pull down window will provide the appropriate grade options for your student based on the student’s grade mode. The grade options for each mode are listed below for your reference. Please see instructions below for students who are auditing your course (Grade mode of AU).

### For students with a grade mode of “T”
- A+ through C-, D (No D+) (Passing Grades)
- F (Failing Grade)
- INC (Approved Incomplete)
- * (Deferred)

### For Students with a grade mode of “P”
- P (Pass) (Grades of A+ through C-)
- NP (No Pass) (Grades of D or F)

Auditors: If a “U” appears the student should be assigned an AU (passing audit) or F (failing audit) grade.

Grades of Incomplete/Default Grades: The Office of the Registrar will only record approved Incomplete Grades. Before assigning an Incomplete, you must have approval from the Office of the Dean of Studies (for courses taught in the Arts and Sciences) or Mary Kay Gray, Associate Dean in the Conservatory of Music (for courses taught in the Conservatory). If you award a grade of incomplete, you must also provide a “default grade” in the column to the right of the final grade. The default grade is critically important to the academic standing process because it gives the academic standing committees an indicator of where the student is academically as of the point when final grades are submitted. The default grade is the grade--based on assignments, tests and exams submitted--the student would receive if no other work were submitted by the deadline for incomplete work. The final grade will be due in January for First Semester courses and in June for Second Semester Courses; a supplemental grade sheet will be sent to collect the final grade. If no final grade is submitted, the default grade will be recorded on the student’s official record.
Written Evaluations: Students taking a course under the P/NP option may ask faculty members of the College of Arts and Sciences for written evaluations in courses for which a grade of P is earned. Forms for such evaluations are available for students in the lobby outside the Office of the Registrar and are downloadable from our website; please return the completed form to our office.

Writing and Quantitative and Formal Reasoning Requirements: Effective Fall Semester 2013, courses may be designated as Writing Intensive (WINT), Writing Advanced (WADV), or Quantitative and Formal Reasoning (QFR). If the course is so designated and the student passes the course with a letter grade of D or higher or a P, the student automatically earns that designation. You do not need to confirm that the student has earned the designation.

Withdrawn Students: If a student has withdrawn from your course, the student’s name will appear on your grade sheet with the grade of W in the COURSE GRADE column. A permanent record of the withdrawal has been kept and your course will appear on the student’s academic transcript with a grade of W.

STUDENTS ON THE LIST WHO DID NOT ATTEND/STUDENTS NOT ON THE LIST WHO DID ATTEND
If the student listed did not attend and did not complete the course, please record F or NP as appropriate. The student may not have attended the course but they are still registered and must receive a grade.

If a student attended your course but does not appear on your grade list, please email liz.clerkin@oberlin.edu with the pertinent information: course number and department, student name and T number and the grade the student would have received. The student is not automatically registered for the course; in rare circumstances, a student will be allowed to register late for a course. Sending the information to Liz Clerkin enables our office to have a record of the grade.

FREQUENTLY ASKED QUESTIONS WHEN ASSIGNING FINAL GRADES

When I click on the “submit” button, I get a message “Page not found.” Only specific browsers may be used to submit grades. Unlike midterm grades, the final grades function is written for Oberlin, it is not standard software. You will need to log out, follow the instructions on the log-in page for final grades, log back in, then enter and submit the grades.

I can’t submit my grades by the deadline. What should I do? The deadline to turn in grades is set by the faculty so that students will receive a timely evaluation of their academic performance and progress toward graduation. When the Academic Standing Committees meet in January, they need a complete picture of each student’s performance so that they can make a determination about the student’s future at Oberlin. Knowing that a student will pass is not enough information; each course grade is critical to the decision making process.

If you are aware of a serious obstacle that will prevent you from meeting the January 5th deadlines, call the Office of the Registrar (5-8450) to discuss options. We can sometimes make accommodations for a late grade sheet if we can anticipate that it will be late. We can also discuss the implications of not turning grades in on time so that you can make the best decision about how to proceed.

The deadline to turn in my grade sheet comes too close to my final exam; it will be almost impossible to turn in the grades on time. If you encounter an extremely serious problem with scheduling, call our office to discuss options. It is always helpful for our office to be able to anticipate when grades will be submitted and account for outstanding rosters.

I will be out of town but need to submit my grades. What do I do? Any computer with an internet connection and acceptable browser will enable you to reach PRESTO and submit grades.

I have a student who attended my class all semester but that student’s name is not on the list of students in PRESTO. If you will see the student again in class, please ask him or her to call or visit our office so that we can resolve the problem. In the meantime, please email Liz Clerkin (liz.clerkin@oberlin.edu) with an explanation of the circumstances and the grade the student would receive. In rare circumstances, we may approve a late
add to a course however, we will not register the student until the student initiates the request to register and obtains the proper signatures. Having the grade from you via email enables us to add the grade without having to contact you again.

**I have a name on my PRESTO list for a student who has not attended the course all semester.** If the student’s grading option is “T”, you should award the student an F.

**On the PRESTO list I have a name of a student who has not attended most of the course during the semester.** The student’s final grade should be determined by your grading policy and the grading option under which the student took your course.

**I am awarding an Incomplete to a student in my class. What is the process for submitting the incomplete?** You must obtain approval in advance for the incomplete grade from the appropriate dean’s office (The Dean of Studies approved incompletes for College of Arts and Sciences students; the Associate Dean in the Conservatory approves incompletes for Conservatory students) If the student has not been approved for an incomplete grade, we will ask you to submit an alternate grade. The standard deadline for submission of incomplete work for the Fall Semester is January 6, although you may have negotiated an earlier deadline. We will send you a special yellow grade sheet on or before January 6 to collect the final grade; please complete the sheet and return it to our office as soon as possible. For your reference, the incomplete grade policy can be found in the online catalog in the Academic Policies section in the course catalog. Go to: [http://catalog.oberlin.edu/](http://catalog.oberlin.edu/), click on Academic Policies, then Grading.

**What is the default grade? How does it factor into the student’s academic standing for this semester?** This is the grade the student would earn if s/he did not complete the agreed-upon work. The Academic Standing Committees will use the default grade to assist in its deliberations if it would be a deciding factor in a decision. When you enter an incomplete grade in PRESTO, you will be required to supply a default grade. If you do not submit a final grade when we send the yellow incomplete grade sheet to you, the grade of incomplete will be changed to the default grade you submitted in PRESTO.

Office of the Registrar  
E.S. Clerkin  
December 2015