

## General Guidelines for Grading and Evaluation

Evaluating student's work and assigning grades can be challenging tasks. To facilitate the grading process we offer the following general guidelines:

*Learning at Granite State College is outcomes-based.* Learning activities and graded assignments provide information about whether the student has achieved the outcomes identified in the syllabus. Grading is primarily based on outcomes, with effort a secondary consideration.

Discuss challenging cases with your hiring administrator. Student requests for extensions, incompletes, and reconsideration of grades are part of college teaching, but you do not have to make grading judgments without the support of your Academic Affairs administrators, whose experience and knowledge of policy are valuable supports to your teaching and decision-making.

## Letter Grades

The following scales will be used in all Granite State College courses in the interest of consistency, so that a given letter grade has the same numerical value in one course as in another. Final grades are reported to the Registrar via the College's web portal (WebROCK) in letter form only (example B+) and are due no later than three days after the term ends.

Faculty members retain discretion over grading in their courses, and may use the method of calculation they judge to be best suited to the particular course. Faculty members should have explicitly articulated all grading standards on their course syllabi. Questions on grading-related matters at the College may be directed to the appropriate academic division administrator

## Undergraduate Grading Scale

Grade	Percent	Grade Points	Level of Achievement
A	95-100	4.0	Excellent
A-	90-94	3.67	
B+	87-89	3.33	
B	84-86	3.0	Good
B-	80-83	2.67	
C+	77-79	2.33	
C	74-76	2.0	Acceptable*
C-	70-73	1.67	
D+	67-69	1.33	
D	64-66	1.00	Poor
D-	60-63	0.67	
F	<_ 59	0	Failure, no credit

*\*A grade of C or better is necessary to meet requirements in the major, minor, or General Education courses at the undergraduate level.*

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## Graduate Grading Scale (includes Post Baccalaureate Teacher Certification)

Grade	Percent	Grade Points	Level of Achievement
A	95-100	4.0	Outstanding
A-	90-94	3.67	
B+	87-89	3.33	
B	84-86	3.0	Satisfactory
B-	80-83	2.67	
C+	77-79	2.33	
C	74-76	2.0	Below Average*
C-	70-73	1.67	
F	< 69	0	Failure, no credit

\*A grade of C or better is necessary to meet credit requirements at the graduate level

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## Other Grades

Note: Please consult with your hiring administrator, who can assist with policy clarification and provide advice as needed, when determining whether to assign an AF or F, or to grant a request for an Incomplete.

1. *AF (Administrative Failure)*: An AF grade should be assigned to the student who stops participating early in the course and has not completed coursework sufficient for the assessment of course outcomes, or has stopped attending without formally withdrawing from the College.
2. *IC (Incomplete Coursework)*: A student who has experienced a documented extenuating circumstance that has prevented him or her from completing coursework and who has successfully completed 75% of the coursework is eligible to petition for the grade of incomplete (IC). This grade is assigned by the Registrar's office if a faculty has submitted [Incomplete Grade Contract](#) with supporting documentation to [gsc.incompletes@granite.edu](mailto:gsc.incompletes@granite.edu) and it has been approved by the appropriate Dean or Director. Questions on assigning a grade of IC can be directed to the Office of Undergraduate Studies, School of Education, or Office of Graduate Studies. A grade of IC taken in the final term of the student's program will prevent conferral of their degree until the course is complete. Please note that all IC grades that remain in IC status after the contract's stated deadline will automatically change to an F unless an extension has been approved or a final grade has been received by the registrar's office.  
For full procedures and to download the most recent Incomplete Grade Contract form visit [my.granite.edu](http://my.granite.edu).
3. *Extension of Incomplete*: A student who requests to extend an incomplete grade after the contract's deadline must submit an [Incomplete Grade Contract – Extension](#) form to the faculty and provide supporting documentation demonstrating a compelling reason for the extension. The faculty must complete and submit the contract and documentation to [gsc.incompletes@granite.edu](mailto:gsc.incompletes@granite.edu). Faculty will be consulted on the validity of the student's request. Only one extension permitted per course for one additional term.

## SPECIAL NOTES:

- **Grades are due** three (3) days after the term ends, on a Monday at 10:00 p.m., and faculty are required to enter their grades online. (Included below is step-by step instructions)
- **Student information is confidential.** You may print your completed online roster for your records, but please do so only if your printer is in a secure area.
- **Grade changes** may be submitted in [WebROCK](#) after entering a grade and the roster hasn't been processed by the Registrar's Office (the column "Rolled" will indicate "Y" if the grade has been processed). Grade rosters are processed throughout the term. Should you wish to change a grade that has been rolled by the Registrar's Office, you must email [GSC.Grades@granite.edu](mailto:GSC.Grades@granite.edu) using your go.granite email with the course subject and number, CRN, student full name and ID, original grade, and new grade for the course. Submissions from your personal email or with incomplete student/course information will not be processed and will be returned for updating. Should the student request a grade change, please see "Student Grade Appeals" below.
- Final grades for **Incompletes** must be emailed to [GSC.Grades@granite.edu](mailto:GSC.Grades@granite.edu) by the published IC deadline dates. The body of the e-mail must contain the student's full name and ID, subject and number, CRN, and new grade information. **All grade e-mails must be submitted from your Go.Granite e-mail address. E-mails received from a personal e-mail address will not be accepted.** Failure to submit the updated grade by the published due date will result in the **Incomplete** rolling to a letter grade of F.

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### Step-by-step Guide for Entering Final Grades

1. Go to <http://my.granite.edu/>
2. Click on the WebROCK button at the right-side of the page.
3. Log in, using your USNH username (also known as your IT ID) and password.
4. Click on Faculty Services.
5. Click on Term Selection and select the desired term. Click the Submit button.
6. Click on CRN selection and select the desired CRN. Click the Submit button.
7. Click on Final Grades. You are now on the Final Grade Worksheet.
8. For each student, select the desired grade using the drop down menu in the Grade column. A grade must be reported for each student. *NOTE: Do not enter dates and hours of attendance. This page has a 90-minute timeout period. Be sure to click on the submit button periodically to avoid losing your entered grades.*
9. When finished entering grades, click the Submit button at the bottom of the page.
10. To enter grades for additional courses, click the CRN Selection link at the bottom of the page to select the next desired CRN # assigned to your course and repeat the procedure.
11. At any time, you can return to the main Faculty Services Menu by clicking on the Return to Menu link in the upper right hand corner of the page.

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Questions or problems logging into WebROCK? Go to <http://it.granite.edu>.

Questions or problems with entering grades? Contact the Registrar's Office at 603-513-1391.