

Grading Information – Summer 2009

Please use the following instructions when completing the grade roster. Additional information regarding grading is available in the [Undergraduate Catalog](#). If any questions or problems arise that are not addressed in these instructions, send email to grading@umit.maine.edu.

Instructors needing assistance with submitting grades using MaineStreet may come to room 201 Wingate Hall or contact Doug Meswarb at 581-1309.

- **Grade rosters:** Grade rosters for the summer term are created in MaineStreet based on the end date of record for the class and are generally available a few days prior to the class ending.
- **Grades are due:** Grades are due one week after the class ends.
- **Submitting Grades:** All grades must be submitted using MaineStreet. See instructions on page 3.

List of Approved Grading Symbols and Definitions

(Instructors have the option of adding plus and minus grades to the basic letter grades.)

- A - Superior
- B - Good
- C - Satisfactory
- D - Poor
- F - Failure
- AU - Audited
- I - Incomplete work
- L - Stopped attending/never attended (computed as an "F")
- LP - Low Pass (for pass/fail course - "D" range equivalent)
- P - Passed (for pass/fail course)
- R - Deferred (graduate thesis only)
- T - Deferred (undergraduate thesis only)

The grade choices available for assignment are based on the grading option selected by the student (ex. Students enrolled pass/fail may be assigned only a P, F, LP, L or I grade.)






- **No Blank Grades: All students must be graded** in order for the grade roster to be set to Approved status which then allows posting of the grades.
- **Grades Not Posted:** Often times after entering the grades, instructors neglect to "Post" the grades as instructed in Step 7 (see instructions on page 3). In such cases, an effort will be made to contact the instructor via FirstClass or Maine.edu email to complete the final step. If the grades are not posted by the instructor within a reasonable period of time, the grades will be posted by the Office of Student Records as entered by the instructor. Classes for which no grades have been entered by **August 29, 2009**, will have Incomplete grades entered by Student Records.
- **Changing Grades:** Instructors will be able to change grades for summer classes in MaineStreet until **August 29, 2009**. After that date, changes need to be submitted via the Grade Change card.

- **Incomplete Grades:** If a student has not completed the course and has requested an incomplete which you feel is justified, fill out the [Undergraduate Incomplete Grade Reporting form \(PDF\)](#), which is available at the Office of Student Records' Web site at <http://studentrecords.umaine.edu> under the "Forms" link. Once the Undergraduate Incomplete Grade Reporting form is signed by the student and instructor, forward the form to the student's dean. **(Note: Please review the incomplete policy in the Undergraduate Catalog, since it is complicated and places responsibilities on both the student and instructor. Also, do not advise students to re-register for the course in a subsequent semester to complete the work.)**
- **Students Not Listed on Roster:** If a student is taking the course and is not shown on the Grade Roster, please send an email message **from your umit.maine.edu or maine.edu account only**, to grading@umit.maine.edu and include the student's full name, MaineStreet ID, course, section, credits and grade. Grades cannot be accepted via telephone.
- **Students Not Attending:** Any registered students who have never attended or who stopped attending without officially dropping, should be considered for the "L" grade. This grade counts the same as an "F."
- **Audit Students:** These students have paid tuition at the normal rate for the course and will receive a transcript entry indicating the audition. They are not required to complete assignments or take exams. These students should receive the grade of "AU." If they have never attended, send notification of this to grading@umit.maine.edu.
- **Withdrawn students:** Students who have officially withdrawn from the University or who withdrew from the course will have a grade ("W" or "F") in the grade column.
- **Review the completed roster:** Carefully check for missed entries and change the roster's status to Approved and Post the grades. Please retain a copy for your records.

Should questions arise or you encounter problems, send email to grading@umit.maine.edu or contact the Office of Student Records at 581-1288.


Tammy Light
Director of Student Records

Instructions for Grading Using MaineStreet

1. Sign into the [MaineStreet Portal](http://studentrecords.umaine.edu). The link is available at the Office of Student Records Web site at <http://studentrecords.umaine.edu>
2. Click the **Faculty Center** link. [Faculty Center](#)
3. In the **My Teaching Schedule** section, locate the class for which you want to assign grades and click its **Grade Roster** icon  immediately to the left of the course detail link.
4. To assign a grade to a student, click on the drop-down arrow in the **Roster Grade** column just to the right of the student's name.
5. Once all the grades for all students have been entered, change the **Approval Status** to **Approved** in the drop-down box just above the top of the grade roster. The **Post** button  then appears at the bottom of the grade roster.
6. Should you wish to leave the Grade Roster before Posting the grades, click the **Save** button  to save the grades entered.
7. To officially submit the grades, click the **Post** button.  Notice that after posting the grades, the **Approval Status** field is grayed-out and the **Request Grade Change** button appears on the page. Any changes that are necessary will have to be done using the change of grade process (see below.)
8. You can download your class' grades to Excel by clicking on the Excel icon  located to the right above the class list. You can also click the **Printer Friendly Version** button to print the grades.



Changing A Grade After Posting

1. Access the Grade Roster as indicated above in steps 1-3.
2. Click the **Request Grade Change** button. 
3. Click on the drop-down arrow for the grade you wish to change and select the new grade from the drop-down list.
4. Click the **Submit** button. 