

## Faculty Grading Guidelines 2015

It is imperative that all faculty—full time, part time, lecturers, thesis and lab instructors—assign and report grades for all registered students in a timely manner. The University requires faculty to submit grades by the deadline published by the Registrar’s Office each term; usually it is **no later than a week after** The New School’s official last day of classes either in the fall, spring or summer semester. Late grade submission significantly impacts students in that it delays degree conferral and influences their academic standing and visa eligibility. During the course evaluation period any student who completes an evaluation for a course, or who officially opts out, is able to view the grade. After the evaluation period has finished all students are able to view grades.

All grading information can be found in [MyNewSchool](#) in the Academics tab, under the subheading “Faculty Services,” then again click on tab also titled “Faculty Services.” Below is a detailed overview of the Milano School’s grading guidelines.

### Grading Deadlines

The deadline for grade submissions is **one week after the course end date** each semester—fall, spring or summer. Graduate level courses are assigned Grade Not Reported (GM) if an instructor does not post a grade within two weeks of the end of the course. Unreported grades for undergraduates convert to Unofficial Withdrawal (Z).

It is faculty’s responsibility to follow The New School’s [academic grading policy](#). Moreover, failure to submit grades in a timely fashion is a basis for disciplinary action up to and including non-reappointment.

### Posting Grades

Faculty must enter grades online **within one week of the course end date**. Grades are submitted through [MyNewSchool](#). For team-taught courses only the primary instructor may submit grades.

Faculty members, full time or part time, **MUST** assign a grade to every student appearing on their roster, no later than one week after a course’s completion (or The New School’s official last day of classes). Graduate level courses that do not have a posted grade within two weeks of the end of the course are assigned GM and undergraduate level courses are assigned Z. If there are extenuating circumstances that impede a faculty’s ability to post grades within that time, please see the following section titled “Incompletes.”

If faculty is unsure which grade is appropriate for a student, please refer to the grading policies on [MyNewSchool](#). This also includes information on assigning incompletes for undergraduate and graduate students, as well as detailed step-by-step instructions on grading. Please note, faculty **MUST** submit all grades on time even if an instructor does not have complete coursework from all credit and certificate students. A grade of Unofficial Withdrawal (Z) should be assigned to graduate students where the student does not complete the course and does not arrange for a grade of incomplete.

## Incompletes

Students can request and be granted incompletes (I) if a student is under circumstances such as illness or necessary absence that have prevented he/she from completing the course work by the end of the semester. An incomplete should also be assigned if the instructor cannot meet the grading deadline due to extenuating circumstances.

If a temporary incomplete is necessary to be assigned within one week after the course ends – as in, incompletes that have been issued due to extenuating circumstances and which will be replaced by final grades very soon after the grading deadline has passed – faculty must clearly communicate to students that their work will be evaluated shortly. That evaluation must be followed by the submission of a final grade. Please note: no paper form is necessary to make such a change. The change can be easily made in the class's online roster.

Please note: in cases when students know in advance they would like to request an incomplete they should formally file a [Request for a Grade of Incomplete Form](#) (PDF) asking faculty to assign an "I" grade prior to the end of the course. If a final grade is not submitted before the end of the 7th week of the following semester, the "I" will automatically be converted to a final failing grade of "F" for undergraduates. If a final grade is not submitted within one year after the end date of the course, "I" and "GM" convert to a permanent grade of "N" for graduate students. However, if faculty is not able to submit a grade for a student after that time period, students are allowed to fill out a request to extend the deadline for six months.

In order to encourage students' completion of their outstanding work, it is suggested to faculty who assign incompletes for graduate students to set a short-term deadline, rather than simply defaulting to one year.

## Late Grade Submission

Faculty information for those who have not submitted grades—any grade, including incompletes—is sent by the Registrar to the Provost Office with the late grade letter template. The Provost Office will distribute these letters to the divisions and request copies of communications from divisions to faculty. A copy of the late grade warning letter will be placed in the instructor's and faculty member's personnel file. If faculty has extenuating reasons why they have not submitted all of their grades, an advance letter of explanation could be sent to the SPE Director of Student Affairs, Chrissy Roden, at [rodenc@newschool.edu](mailto:rodenc@newschool.edu).

## Changing a Grade

Instructors have the ability to change grades of incomplete to final grades online through [MyNewSchool](#). Other grade changes must be made via the Grade Change Form, available for [download](#) from the Milano or The New School websites. Completed forms should be submitted as an email attachment or in paper copy Chrissy Roden, SPE Director of Student Affairs at [rodenc@newschool.edu](mailto:rodenc@newschool.edu) for A-F grades, or Lauretha Slaughter, Milano Director of Student Affairs, at [slaughtl@newschool.edu](mailto:slaughtl@newschool.edu), room 505 for N grades.

The Registrar's Office is on hand to further assist faculty with any grading query. For assistance with grading, please contact Joan Morgan, Senior Associate University Registrar, at [morganj@newschool.edu](mailto:morganj@newschool.edu).