

# Hamline University Graduate Schools

## Grading Policy & Procedure: Basics for Graduate Faculty

### I. Incomplete Grades

Regularly scheduled courses, independent studies, and internships are to be completed within one term. With an instructor's approval, a student may take an incomplete ("I") in a course. An "I" will be given only in unusual circumstances that are beyond the control of the student. An "I" cannot be granted for failing or uncompleted work (a substantial portion of the work must have already been completed). An instructor must update an "I" to a final grade within four months after the end of the registration term (or by August 31 if the student intends to graduate in the summer). Otherwise, the "I" will convert to an "F" grade.

If an "I" has been converted to an "F," the student may complete the necessary course work, at the instructor's discretion, within one year in accordance with the grade change policy. The student may not complete course work after that time.

**Note:** All instructors enter "I" grades via Piperline before a term's grading deadline. For graduate students, no paperwork or forms are required; however, please make sure you and the student are clear on what work needs to be completed and the deadline. Do not leave any grades blank at the time of grading.

### II. Cross-listed Classes

Some of your classes may have cross-listed sections (e.g. ESL courses, Law Students taking GSM courses). Generally, these sections will have a unique CRN which is cross-listed with the original course CRN. Please make sure that you grade all the CRNs for the current term. They are all listed on the pull down menu under CRN Selection, or select **cross list roster** from the **roster type** pull-down menu.

### III. Withdrawn Students

Students who have officially withdrawn from your class through the registrar's office will already show a final grade of **W** on your grade roster. Do not enter a final grade of **W** on Piperline for any student.

### IV. A—F versus Pass/No Pass

Only enter grades that are an acceptable grade mode. Most graduate school degree courses are graded on the A-F scale; do not enter P or N grades for courses that are graded on the A-F scale. If you are unsure about the grade mode of your class, contact your program office or Registration & Records directly before you enter grades.

### V. EX Grades

Some courses (e.g. Capstone) have extended ending dates. An **EX** (extended) is entered at the point of registration. You will see the **EX** grade in Piperline for such courses. When you are ready to submit a final grade for **EX** courses, you will need to contact the Registration & Records grading coordinator directly.

### VI. Changing Grades on Piperline

If you want to change a grade you have submitted, you may do so yourself on Piperline **only on the same day you originally entered it**. Graduate school grades are **rolled** (recorded on the student's permanent record) nightly, after which time you may not change them on Piperline. You can tell if the grade is rolled by looking at the **rolled** column on your Piperline final grade roster worksheet. If you need to change a grade after it has been rolled, you must contact the Registration & Records grading coordinator directly. Please note the link on the Faculty Services menu titled Hamline History Grade Roster. After grades are rolled, this page will display the final grade that is in the system for each student in the class. If a grade change has been processed by the Registrar's Office, then the corrected grade is displayed in the Hamline History Grade Roster.

**If you have any questions, please contact:**

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**NOTE:** See Academic Calendar for registration & grading deadlines:  
<http://www.hamline.edu/academiccalendar>