

Johns Hopkins University
Office of the Registrar—Homewood Campus

TO: KSAS and WSE Faculty
FROM: Kay Smith, Associate Registrar, Registration and Records
RE: Spring 2015 Grading

I hope that your semester has been rewarding and that each student has met your expectations. To make sure we are properly recognizing our students' achievements on their transcripts, you will find information and links to assist you with grade submission listed below. By submitting grades on time, students are provided with accurate calculations for satisfactory academic progress, timely distribution of financial aid, and degree conferral. For those working with graduate students, please also follow the link "In-Progress Grades for Graduate Students."

University Policy requires that all grades be submitted **48 hours** after the final examination is given. Please note that Spring 2015 online grading will begin on **May 5, 2015**.

Spring 2015 EXPECTED TO GRADUATE: The final deadline to submit grades for these students is 48 hours after the final examination or no later than **May 18, 2015**. These deadlines are necessary to clear students for graduation. The "Graduating" column on your roster will identify these students.

FOR ALL OTHER STUDENTS: The established University policy requires that all grades be **submitted 48 hours** after the final examination is given, however ISIS will remain open for grading through May 29, 2015.

PARTIAL GRADING: You have the ability to partially grade your roster by submitting the selected grades (Post to Registrars) and then returning later to grade the remaining students. This will be especially helpful for grading "Graduating" students. Please make any changes to the submitted and posted grades on an Official Grade Change Form and send to the Registrar's Office, Garland 75.

At 11:59 PM on May 29, 2015 all saved grades will be posted to student records, even if not posted to registrars.

Please visit the [Office of the Registrar's Faculty web page](#) for additional grading information:

- [ISIS Log-In](#)
- [ISIS Grading Instructions](#)
- [FERPA Compliant Grading](#)
- [Grading Deadlines](#)
- [In-Progress Grades for Graduate Students](#)

I appreciate your continued efforts as we work together to promote the educational goals of our students. Should you need additional information or assistance, please contact me at (410) 516-7148 or ksmit174@jhu.edu