

JOHNS HOPKINS UNIVERSITY  
OFFICE OF THE REGISTRAR—HOMEWOOD CAMPUS

TO: KSAS and WSE Faculty  
FROM: Cassie Creek, Director of Student Records, Office of the Registrar Homewood Schools (KSAS & WSE)  
RE: Posting Grades in SIS

As always, the Office of the Registrar appreciates your cooperation in submitting grades in a timely manner. Your timely grade submission ensures that students receive timely and accurate reviews for Satisfactory Academic Progress, Degree Conferral, Dean's List, Departmental Honors, Phi Beta Kappa, etc. I thank you, in advance, for your continued efforts as we work together to promote the educational goals of our students. Please contact our office at 410-516-8080 should you need further information or clarification regarding grading.

**For all students:** the established University policy requires that all grades be submitted 48 hours after the final examination is given. Courses that do not have a meeting during their assigned final examination time **must still submit grades 48 hours after that time has passed.**

**PARTIAL GRADING!** You have the ability to grade your roster partially, submit the grade (Post to Registrars) and then return to grade the rest of the students. This will be especially helpful for grading "**Expected to Graduate**" students. Should you need to make any changes to submitted grades, after having selected Post to Registrars, please submit on an Official Grade Change Form to the Homewood Registrar's Office from your JHU email address.

**AT 11:59 PM ON THE LAST DAY OF GRADING, ANY GRADES SAVED WILL BE POSTED TO THE STUDENTS' RECORDS**

**PY Double Degree** Please be aware that students in the Double Degree program (Homewood and Peabody degrees) may have conflicts with the final examination date scheduled for your course due to performances or rehearsals at Peabody. Your flexibility regarding this situation is greatly appreciated.

**Combined Rosters** Combined rosters are always available to download as Excel or PDF files. Combined rosters are available for web grading in Roster/View or simply uploading (submitting) graded Excel files. A combined roster is available to view and upload only when:

- faculty has grading rights to all the sections
- all sections have the same grading period
- **none of the sections have been graded**

• **Incomplete Grades**—procedures for resolving an "Incomplete" grade:

○ **Undergraduate Students**

- Students who experience extenuating circumstances that prevent them from completing coursework within a given term may request an Incomplete (I) grade from their instructor using SIS Self-Service. An approval of an incomplete grade request is neither automatic nor guaranteed. Informal agreements are not permitted. [Incomplete Grade Contract Faculty View](#)
- If the student requested and was granted an incomplete, please assign an **I/reversion grade** (I/grade). **The reversion grade is the grade that the student would receive if the incomplete work is not submitted.** To indicate the grade assigned at the expiration date, enter (or choose from the dropdown) the combination of I/grade. This will eliminate the need to submit an Official Grade Change Form after the expiration date.
- If you wish to submit a grade different from the reversion grade, you must submit an [Official Grade Change](#) no later than 45 calendar days after the last day of classes. The deadline for graduating students is abbreviated; these students must resolve incomplete grades by the first Monday after 30 days have lapsed since the degree conferral date.
- If there are compelling, extenuating circumstances beyond the control of the student which have prevented him/her from completing the required work, the student may request an extension. Requests for extensions must be submitted prior to the deadline. The request should include a brief description of the reason the deadline has not been met and the alternate date by which the course will be completed and graded. For approval, please submit the request via e-mail from you to the appropriate advising office (see below) and submit the approval using a SEAM online form: [Student Case Management \(jhu.edu\)](#)
  - Arts and Sciences, Office of Academic Advising, Assistant Dean Jessie Martin, [jessie@jhu.edu](mailto:jessie@jhu.edu)
  - Engineering, Office of Academic Affairs, Assistant Dean Kimberley Bassett, [kbasset1@jh.edu](mailto:kbasset1@jh.edu)
- [Undergraduate Incomplete Policy \(ASEN\)](#)

○ **Graduate Students**

- The grade of "Incomplete" (an "I" on the transcript) is reserved for instances in which it is expected that the coursework will be completed in one semester, but for reasons beyond the student's control, the work cannot be completed within that timeframe. Informal agreements are not permitted. For complete guidelines, please review the [Graduate Incomplete Policy](#)
- The student must request an Incomplete (I) grade from their instructor using SIS Self-Service: [Incomplete Grade](#)



#### **DIRECTIONS TO GRADE FROM CANVAS**

1. IMPORTANT: enable a grading scheme for your course in Canvas
2. Go to <https://SIS.jhu.edu>
3. Sign in using your JHED ID and password. Login.
4. Select the term from the dropdown.
5. Select the Canvas link related to the course and section for which you are importing grades.
  - a. Merged sections will have unique listing.
6. Use the Grade Import at the far right and select the Canvas link
7. Save or Post as needed.

[Visual Instruction on Canvas Grade Import](#)

**REMINDER: STUDENTS WILL NOT SEE THEIR GRADE UNTIL YOU CLICK POST TO REGISTRARS.**