

## 151A Grade Sheet Summary Explanation | Ohlone Fall '11

Below is a brief explanation of the grading notations on the summary grade sheet recently emailed to you. It represents your progress in the course up to this point in the term.

If you notice any apparent discrepancies or incorrect marks for item(s) you have completed and received a grade for, please do the following: print out your grade report and circle the relevant item(s) on the report, and then bring me that grade report along with the relevant graded items so that I may revise your grade totals accordingly. I will not be able to change grades without the original graded assignments to review.

*\*Please note that **essay rewrites** have not yet been evaluated. Your grade reports currently reflect only original grades on those items. Please also note that Lab items have also not been factored into your overall course grade and won't be until close to the end of the term when Lab staff gives me access to those scores for entry into your course grade totals.*

**“Exc”** means you have been **excused** from this grade or category. It may not apply to your class or section, or you may have been released from the assignment by prior arrangement with me. An **“Exc”** is not recognized as a valid score +/- by the grading application, which means it does *not* factor into your component grade categories or the overall course total.

**“Inc”** means the assignment is marked **incomplete** because it was not a complete submission. It may have been either submitted late or never submitted at all, or it was submitted but not completed or completed correctly. An **“Inc”** represents a 0 in the relevant grade category and component percentage scores.

**“Ng”** means the item is **not graded** yet, but evaluation is pending. An **“Ng”** is not recognized as a valid score +/- by the grading application, which means it does *not* factor into your component grade categories or the overall course total.

**(blank grade or grading column)** also means that the item has not yet been graded, but evaluation is pending. A **blank grade** is not recognized as a valid score +/- by the grading application, which means it does *not* factor into your component grade categories or the overall course total.

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**Coursework** and **Essay** categories must each be passed with a minimum of 70% to pass the course, along with the Lab and Final exam scores for which the same is true.

The **course overall** must also be passed with a minimum of 70% to matriculate through to the next level of English composition (English 151B).

All **paragraph and essay assignments** must be completed and submitted in order to pass the class.

**Coursework** items cannot be resubmitted or submitted late for credit. Essays *can* be submitted late (up to 2 weeks past their original due dates) but lose a full letter grade (1 essay point) for each week or week equivalent they're late. Essays can be resubmitted as many times as you wish provided they were submitted satisfactorily and on time the first submission date. Revisions are also accepted up to 2 weeks past their return dates.