Dear Faculty,

I am writing to remind you about the final grading process for your summer courses.

Grading Deadline

Grades are <u>due within 36 hours</u> of the end of the last class session (the last day of the summer session is next week on **<u>July 15</u>**). I realize this is a tight deadline, but it is extremely important that grades be submitted in a timely manner so that students who are due to graduate can be evaluated and unsuccessful students can be processed <u>before</u> the fall semester starts.

The KAUST grading system is a 4.0 scale utilizing letter grades, and these are the only grades that should be assigned.

A = 4.0
A- = 3.67
B+ = 3.33
B = 3.0
B- = 2.67
C+ = 2.33
C = 2.0
C- = 1.67
D + = 1.33
D = 1.00
D- = .67
F = 0

100, Research or Seminar courses
Use the following grades for these 100 level, research or seminar courses:

100	100 level courses	
295/395	Internship (summer)	S (satisfactory) or U (unsatisfactory)
298/398	Seminar	
199/299/399	Directed Research	

Incomplete grade (I)

Students who complete the majority of the requirements for a class, directed research (299/399), internship (295/395) or a seminar but have not finished the course may receive an

incomplete (I) grade.

An incomplete grade is a temporary grade and can only be given if the instructor of the course agrees to allow the student makeup the work by a certain time. In setting a due date for this work, note that final grades for incompletes have to be submitted to the Registrar's Office no later than the end of the second week of the following semester or session (ie *September 9*). Courses with "I" grades after that date will be graded as F [fail] or U [unsatisfactory].

Incomplete or fail grades for students that are due to graduate

Note that any incomplete or fail grades will mean a student will not graduate nor receive a diploma this semester

In Progress grade (IP)

Starting the Fall 2019-2020 Semester, Thesis Research (297) or Dissertation Research (397) will be graded with an "IP" grade at the end of the semester by the Registrar's Office.

Students who ceased attending your class but still appear on the grading roster should be given the grade they earned, incorporating the grades given for homework and tests missed (which would presumably be a F for a class or U for research, internships or seminars).

Grades are submitted via Blackboard (please see instructions below). The Blackboard team can be contacted on blackboard@kaust.edu.sa to assist you with questions about grading and uploading your results or accessing Blackboard. Contact them direct to prevent delays in getting Blackboard assistance. Your GPC may also be able to help.

In accordance with the Associate Deans guidelines only the official instructor of the course (according to SLcM) will be able to approve grades to enable them to appear on the official student record. Attached is a quick guide showing how to do this

Please contact me if you have any other non-Blackboard related grading questions

These instructions come courtesy of the Blackboard Team (blackboard@kaust.edu.sa)

Accessing Blackboard from outside of campus without a VPN or portal

Use the instructions below from the Blackboard team to access your blackboard. The Blackboard team can assist with blackboard technical issues.

You do not need VPN or portal to access Blackboard from outside of campus

You are now able to go directly to http://blackboard.kaust.edu.sa and then select the option for logging on with your KAUST account.

Use the instructions below from the Blackboard team to access your blackboard. The Blackboard team can assist with blackboard technical issues.

Benefits:

· No longer need VPN to log into Blackboard from outside of Campus

· Blackboard will be available during the SAP maintenance downtime windows

· We will be launching Blackboard Mobile for iPhone, iPad and Android for Fall Semester this will soon be accessible through the KAUST App

· Single Sign on is being progressively rolled across other online services such as http://archive.kaust.edu.sa and the Library database, and you will automatically be logged in

· We have also installed the Logout button which means you can now leave the application specifically beneficial for shared computers like in the Library

What Changes:

· Go to http://blackboard.kaust.edu.sa and click on the orange button "Login with KAUST Account"

Type your KAUST username and password

جامعة الملك عبدالله
للعلوم والتقنية
King Abdullah University of
Science and Technology

Login with KAUST Account

Username: _____

Password: _____

[login]

You are attempting to login to
blackboard.kaust.edu.sa using KAUST Username and
Password

Regards