

Grading and Grade-Related Policies

Midterm and Final Grades

Midterm grades are due for all students, ordinarily by 5 p.m. on the Tuesday of the ninth week in the semester. Final grades for courses are ordinarily due on the Tuesday after finals week by 5 p.m. Instructors log in grades in Bengal Web via the Academics tab, Faculty Grade Entry channel. The channel may list several semesters' courses, those already past and those in upcoming semesters, making it important to look closely at the semester designation before choosing the course to be graded.

Grading Policy for English 1101 and 1102

The English faculty has adopted the following statement about grading in the composition sequence:

In order to pursue reasonably consistent standards for evaluating student performance in English 1101 and English 1102, the faculty accepts the following guidelines: Under typical circumstances, instructors will give not more than 25% A's and not more A's than B's. The average final grade (represented numerically) given in a section will normally be about 2.5. While individual sections may vary from these grade guidelines, if the instructor finds consistent variance over three consecutive sections taught, he or she should reassess the grading practices employed.

Incompletes

The university policy governing incomplete grades is stated in the current Idaho State University Undergraduate Catalog. This reads as follows:

An incomplete grade, I, may be awarded only as a final grade (for undergraduate courses) and only at the discretion of the instructor. To be eligible for an Incomplete grade, a student must be experiencing extenuating circumstances and have satisfactorily completed a substantial portion of the course (approximately 70%, as defined by the instructor). No grade points are awarded for a course in which an Incomplete grade is earned.

The instructor must complete a Course Completion Contract that stipulates the assignment(s) required to finish the course, the allowable time period, and the grade to be posted if no further work is completed. No student will be allowed more than one year to complete the required assignment(s). Both the student and the instructor must sign the contract, a copy of which is to be given to the student. The instructor retains a copy and a third copy is kept on file by the department head. Upon the student's timely satisfaction of the Course Completion Contract, the instructor will fill out a Change of Grade Form and send it to the Registrar.

Students should NOT re-register for a course in which an incomplete grade has been assigned. If the Registrar does not receive a Change of Grade Form within a one-year time period following the recording of the Incomplete, the Registrar's Office will automatically convert the Incomplete to an F or the grade indicated on the Course Completion Contract. Only in extreme circumstances will a -student be allowed an extension of the time stipulated by the instructor. A normal -petition process may be used for those circumstances that would extend the -allowable time period beyond one calendar year following the recording of the Incomplete grade.

The university's Course Completion Contract is available in the department office and via Box>Faculty Files.

Changing a Grade

After giving a student a final grade for a course, an instructor may change the grade only to correct a calculation or recording error made by the instructor or to change an I (incomplete) to a letter grade after a student has completed the work specified in a Course Completion Contract. Instructors should not allow a student to revise work or to do additional work to improve their class standing after a final grade has been given.

Change of grade forms are available in the department office. The completed form goes to the department Administrative Assistant, who will route it to the Chair and the Dean's office. If the change of grade form pertains to an incomplete grade, a Course Completion Contract must be on file.

Grade Appeals

If a student wants to appeal a grade, they must begin the process by talking first with the instructor. The instructor may ask the student to put in writing the grounds on which they wish to appeal the grade. If this first step does not result in a satisfactory resolution, the instructor should direct the student to the Department Chair. At this stage in the grade appeals process, the student receives a grade dispute instructions sheet specifying the information needed by the Chair. A copy of these instructions is available from the Administrative Assistant and via Box>Faculty Files.

Keeping a Record of Grades

Instructors must keep grading records for each class taught (along with final examinations if not returned to students) for at least one year after the semester ends.

Grade Records and Departing the Department

Instructors leaving the department at the end of a semester must leave with the department their grading records for all classes taught.

