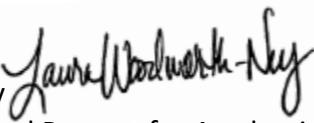




# Memorandum

**TO:** Deans & Associate Deans

**FROM:** Dr. Laura Woodworth-Ney   
Executive Vice President and Provost for Academic Affairs

**SUBJECT:** Spring 2020 Grading Memo

**DATE:** April 7, 2020

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## Withdrawal Date Change

Due to the extended spring break, the University moved the last date to withdraw from a class without evaluation until **April 3**. This applied only to full-semester courses. The last day to withdraw from late eight week courses remains April 10.

We encourage all departments, faculty members and advisors to work with their students, helping them to utilize all resources before withdrawing from classes.

## Final Grading

Final grading for Full Term and Late Eight week courses will open on Monday, April 27th, 2020 and will close Tuesday, May 12 at 5 pm. All courses, including zero-credit courses, must be given a final grade. Any final grades not submitted by Tuesday, May 12 at 5 pm will require an additional step (a complete Grade Change form signed by the instructor, chair, and dean).

Wednesday, May 13th, students will be able to view their final grades on BengalWeb for all Spring 2020 sections. Students may use the regular student petition process to request a P/NP grade as an exception after the Spring 2020 term ends. Only grades of C or higher will be eligible for a P transition. The deadline for submitting a petition to request a P/NP grade is July 1, 2020.

## Incomplete Grades

To issue an incomplete grade for an **undergraduate** course, taught in the spring 2020 term, requires notification to the Office of the Provost by submitting this [form](#).

## Term Extension

The institution has identified additional graduation deadlines for Spring 2020 for courses that were unable to meet face-to-face requirements for licensure prior to the end of the regular spring term. If a section or student was asked to leave an external site (such as a clinic, hospital or school) or a technical laboratory environment when the COVID-19 pandemic began and is now unable to complete clinical, student teaching, or training hours mandatory for a license or certification please fill out this [form](#).

## **X Grades**

Please utilize the X grade if it is appropriate. The X grade is available for any course that is graded with a letter grade and should be used for any student who has either not attended a course or has stopped attending. If an X grade is given, a last date of attendance is required. If a student has never attended, please use the first day of class as the last date attended.

If a student never attended or stopped attending a course that is graded S/U, please give the student a U and enter a last date of attendance. ISU will be able to make better decisions regarding financial aid if we are aware of students who are not attending their classes.

**Help with grading** – There are instructions for grading available at:

<https://tigertracks.isu.edu/TDClient/KB/ArticleDet?ID=51429>

And <https://tigertracks.isu.edu/TDClient/KB/ArticleDet?ID=51404>

## **Note on Teaching Evaluations for Spring 2020:**

*Please be advised that the Provost's Office has directed every academic unit to utilize special accommodation when analyzing teaching evaluations for the Spring 2020 term. Teaching evaluations are still required and under the purview of the deans' offices. Student feedback related to the mode of delivery, technological challenges, or post-distance transition issues will be reviewed in light of the extraordinary circumstances that faced our faculty and our campus during the Spring 2020 term. This applies to all uses of teaching evaluations, including Tenure and Promotion review.*