

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. According to this policy, an incomplete is allowed only when a student has satisfactorily completed a substantial portion of the course. Generally, the department has interpreted "substantial portion" as attendance and coursework completed up to the beginning of the last two weeks of the semester. Instructors should not give an incomplete grade under any circumstances unless they and the student have signed a Course Completion Contract. Contracts should be turned in to the department Administrative Assistant. They are kept on file and checked before the Chair signs off on a change of grade form.

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.