



## GRADE POSTING 2020-2021

### GRADING DEADLINES

The grading deadline is no later than 10AM the Wednesday after the semester ends for semester-based courses or 10<sup>th</sup> day after the quarter ends for quarter-based courses.

#### SEMESTER COURSES 2020 - 2021

Fall 2020 Semester – Wednesday, December 23  
Spring 2021 Semester – Wednesday, May 26

#### GRADUATE AND DOCTORAL QUARTER COURSES 2020-2021

Fall 2020 Quarter – Wednesday, December 23rd  
Winter 2021 Quarter – Wednesday, March 31st  
Spring 2021 Quarter – Wednesday, June 16<sup>th</sup>

Grades submitted late may affect a student's academic standing (probation/suspension), registration in future coursework with prerequisites, eligibility for financial aid, athletic eligibility, or the ability to graduate. Timeliness of these grade submissions is of paramount importance to our students. We thank you in advance for your help with this during the tight timeframe between the fall and spring terms.

### ASSESSMENT SCORES

If you have been asked to submit your assessment scores using MyBenU, please be sure to do this *before* you mark your Final Grades "Ready for Review." Also, please take the time to double (or even triple) check that you submit only LO scores in your Student Learning Outcome rosters, and only allowed letter grades (A, B, C, D, F) in your Final Grade roster before you hit "Ready for Review." Instructions for doing this are available from your department chair/program director and/or program assessor.

### ACCEPTABLE GRADES AND FORMATS

The only acceptable grades to post are A, B, C, D or F.

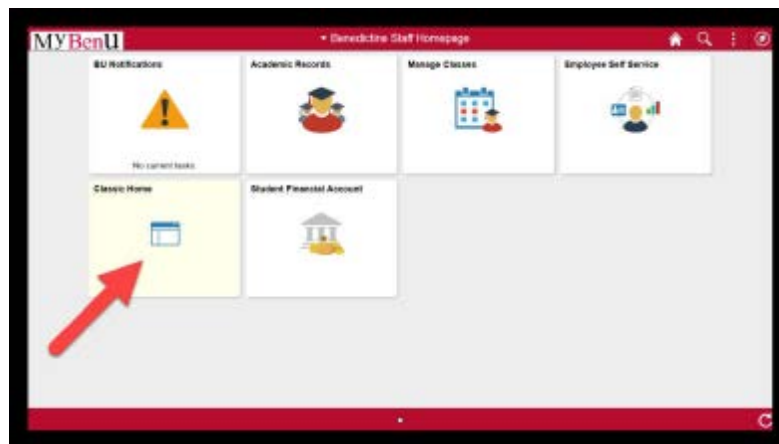
- **ALL F grades need a note** in the blue hyperlinked "NOTE" area which can be found all the way to the right on the individual student's Roster on the Grade Roster tab. Acceptable notes include "Earned", "Never Attended" or "Last Attended on XX/XX/XX". **ALL GRADES OF F WITHOUT A NOTE WILL BE SENT BACK FOR CORRECTION AND BALANCE OF ROSTER WILL BE PARTIALLY POSTED.**
- **Grades of I or Incomplete** need to be initiated by the student via the Request for Incomplete Form found in the Student Forms section at <https://www.ben.edu/registrar/> and signed off by the instructor. The instructor then sends the completed form to us at [Registrars@ben.edu](mailto:Registrars@ben.edu) for processing per the instructions on the form. The direct link for this form is <https://www.ben.edu/registrar/upload/Request-for-an-Incomplete-Updated-09-17-2020-DKC.pdf> **ALL GRADES OF I INPUT BY INSTRUCTORS WILL BE SENT BACK FOR CORRECTION AND BALANCE OF ROSTER WILL BE PARTIALLY POSTED.**

- **Grades of W** of Withdrawal are entered when a student Withdraws from the course. If they properly Withdraw the grade will already be entered. If they did not properly Withdraw, you may encourage the student to utilize the Petition for Late Withdrawal process by filling out a Petition for Late Withdrawal form found at <https://www.ben.edu/registrar/> under the Student Forms section. They should submit the form along with a statement and any proof they may have of why they should be allowed to Late Withdraw from the course to [Registrars@ben.edu](mailto:Registrars@ben.edu) for consideration. As the Instructor, you may offer a letter of support on their behalf. Submitting a petition does not guarantee that the request will be granted. In the meantime, the student would earn a grade of F if all requirements of the course have not been met. The direct link for the Petition for Late Withdrawal Form is <https://www.ben.edu/registrar/upload/Late-Withdrawal-Form-Final.pdf> **ALL GRADES OF W INPUT BY INSTRUCTORS WILL BE SENT BACK FOR CORRECTION AND BALANCE OF ROSTER WILL BE PARTIALLY POSTED.**

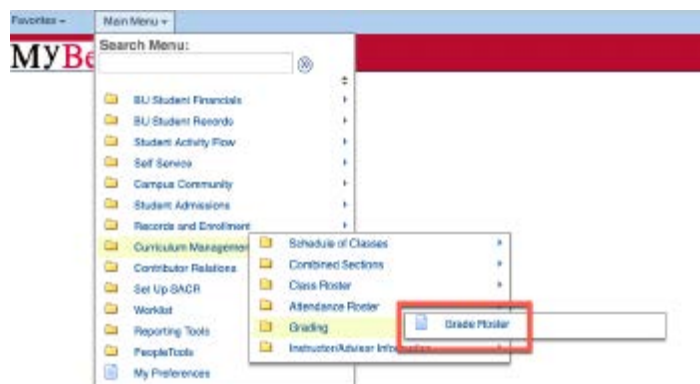
**\*\*\*Once all grades have been posted, please remember to set the roster to READY FOR REVIEW, then SAVE.**

## HOW TO SUBMIT GRADES STEP BY STEP

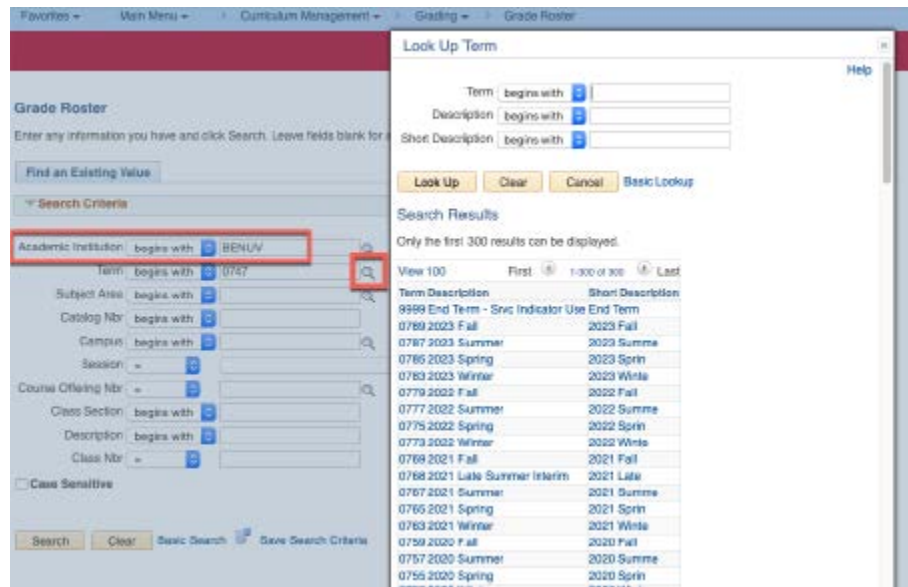
1. Log into the MyBenU system. You will be on the Homepage. Click on the **Classic Home** tile to get to the Classic view.



2. Click on Main Menu in the top bar and navigate through **Self Service > Curriculum Management > Grading > Grade Roster**. The **Grade Roster** search page will open.



- Once on the **Grade Roster** search page, make sure that the **Academic Institution** code is “BENUV”. In addition, enter the code of the appropriate term for your class. If you do not know the term code, click on the magnifying glass. This will open the **Look Up Term** page. Scroll down the page to find the correct term link and click on it. This will return you to the **Grade Roster** search page with the term populated.



- Click on the Search button. All of the classes for which you are listed as the instructor on for that term will appear. NOTE: If you are teaching only one class in that term, the Grade Roster Type page for that class will open [skip step 5].



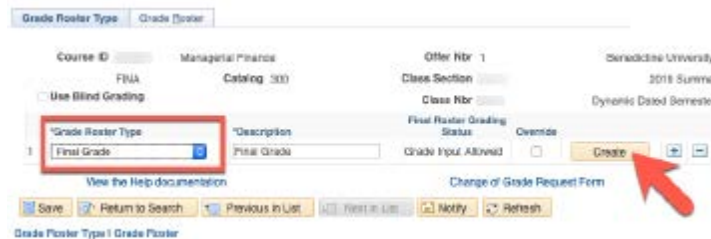
- Click on the link for the class which grades are to be submitted from those listed. The **Grade Roster Type** page for that class will open.



- On the **Grade Roster Type** page, under the **Grade Roster Type** drop-down, select the “Final Grade” option.

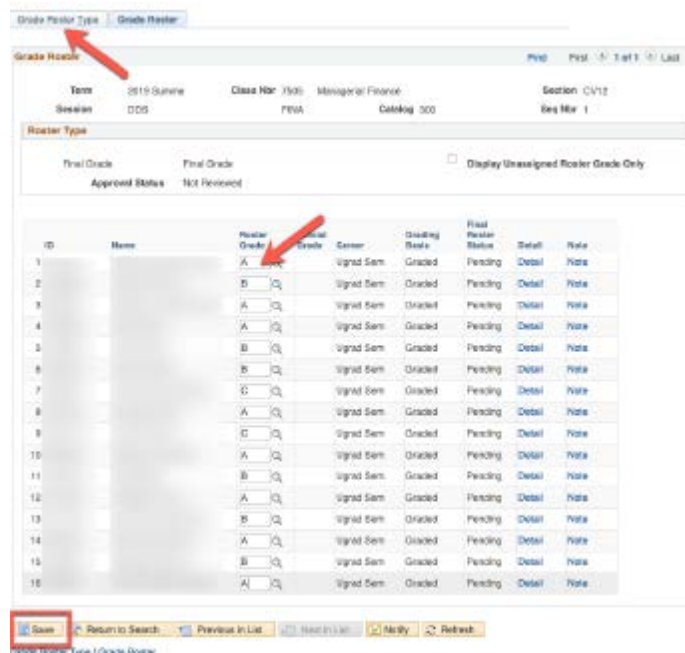
**NOTE:** If you have been asked to submit your assessment scores using MyBenU, please be sure to do this *before* you submit your Final Grade Roster. Learning Outcome Rosters can also be found on this pull-down

This will refresh the **Grade Roster Type** page with additional information. On this refreshed page, click on the **Create** button. The **Grade Roster** page will open and a grade roster based on all students currently registered in the class will be generated. Students who have withdrawn from the class after the add/drop date will appear on the roster with a grade of “W” and students who have already had a Request for Incomplete processed will have an “I” (do not replace these “W” or “I” grades).

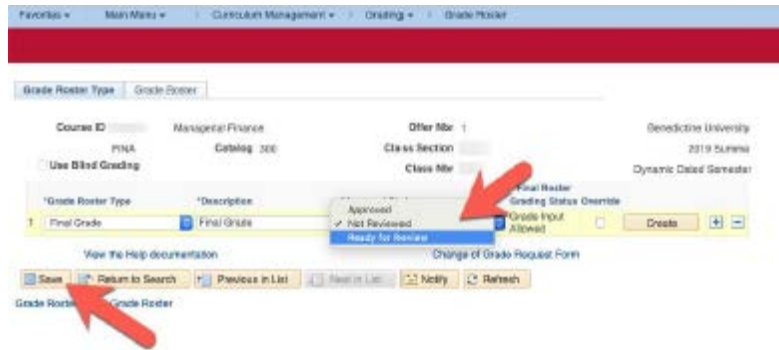


- Enter the grade for each student in the **Grade Input** column. Click the **Save** button when all grades have been entered. Once all grades have been entered and you are ready to submit your grades, return to the **Grade Roster Type** page by clicking on the **Grade Roster Type** link in the lower left corner of the page or on the **Grade Roster Type** tab on the top of the page.

**Do not leave a blank grade.** If a student has not attended put in the F grade and make a note of earned or never attended.



8. On the Grade Roster Type page, in the Approval Status drop-down, select the **“Ready for Review”** option. Next, click on the **Save** button. The grades have been submitted to the Registrar’s Office for review and posting.



### GRADING POLICY TIPS FOR FINAL GRADES

- **Incompletes** – Incompletes (I’s) are issued to students who cannot finish the coursework due to extenuating circumstances. “I” grades are to be issued sparingly. To be eligible for an incomplete, a student must be in good academic standing, must be performing at a satisfactory level in the course (“B” for graduate work, and “C” for undergraduate work), and must have completed a substantial portion of the course. The student must submit, to the instructor, a clearly defined plan for completion of the coursework with dates recorded on the Incomplete Request Form. An “I” must be approved by the instructor, and the Department Chair, and the Registrar.
- **Audits** – If a student appears on your roster as an Audit, the grade basis will be audit instead of graded, and the credit hours will be zero.
- **Grade Appeals** – If a student believes that the final grade is not deserved, the student can appeal the grade in the following sequence:
  1. Instructor
  2. Department Chair/Program Director
  3. College Dean
  4. Provost

It is recommended that you retain all grading records for at least one year or submit your grading materials to your Department Chair/Program Director.

- **Change of Grades** – Grade changes are permitted only for clerical errors, transpositions, calculation errors, illegibility, re-evaluation of already submitted course work. Acceptance of additional class work is not appropriate. You cannot offer an exam to be retaken, or a paper to be rewritten, once you have submitted a final grade. A **“Change of Grade Form”** requires a reason for the grade change, and the instructor’s signature, and the signature of the Department Chair or Program Director or Associate Dean. To obtain a Change of Grade Form (COG) please go to <https://www.ben.edu/information->

[technology/upload/Grade\\_Change\\_Request\\_Form.pdf](technology/upload/Grade_Change_Request_Form.pdf). The link to this form can also be located in the Grade Roster Type screen under the hyperlink [Change of Grade Request Form](#).

- **Final Grade Due Dates** –It is imperative that grade deadlines be observed. Academic Deans have stipulated that it is the responsibility of all faculty to submit their final grades on time. The policy is that **final grades are due 10 calendar days after the end of the session that the course is scheduled**. For traditional undergraduate classes, the grades are due 10 calendar days after the end of the regular term, exclusive of the final exam week. The **deadline is standardized as a Wednesday at 10 am** for all classes, following the above session/term guideline.
- **Non-Attendance** – If your grade roster reflects a student who never attended, the student must be graded with an “F” –failure. You should use the Note option in the Grade Entry to offer a brief explanation to assist with any appeals.

## **Frequently Asked Questions**

### **HOW DO I SUBMIT MY LEARNING OUTCOME GRADES?**

If you have been asked to submit your assessment scores using MyBenU, please be sure to do this **before** you mark your Final Grades “Ready for Review.” Also, please take the time to double (or even triple) check that you submit only LO scores in your Student Learning Outcome rosters, and only allowed letter grades (A, B, C, D, F) in your Final Grade roster before you hit “Ready for Review” and Save. Instructions for doing this are available from your department chair/program director and/or program assessor.

### **WHY IS THE GRADE DEADLINE SO IMPORTANT?**

Grades submitted late may affect a student’s academic standing (probation/suspension), registration in future coursework with prerequisites, eligibility for financial aid, athletic eligibility, or the ability to graduate. Timeliness of these grade submissions is of paramount importance to our students. We thank you in advance for your help and consideration.

### **DOES EVERY STUDENT ON MY ROSTER NEED TO HAVE A GRADE?**

**YES!** Every student should have a grade inputted. Some students may already have a “W” on the grade roster indicating that a student has officially withdrawn from the course. An Incomplete grade of “I” may be visible if the faculty member and student have completed and signed a request for an Incomplete grade form and the form has been processed by the Registrars Office. All other students need to be assigned the grade that they earned.

## WHAT IS THE BenU SYSTEM OF GRADING?

The student's final grade is determined by the instructor as earned by the student. **IMPORTANT NOTE TO ALL FACULTY: DO NOT PUT IN GRADES OF W (Withdrawal) or I (Incomplete).** These grades are explained below and are inputted only by the Office of the Registrar upon receipt of the appropriate paperwork. If you try to enter one of these grade types the grade for that student will be deleted and the roster status is changed back to "Not Reviewed" status and returned to you. The system of grading is as follows (quality points for GPA calculation are in parenthesis):

A — Excellent (4.00)

B — Good (3.00)

C — Satisfactory (2.00)

D — Passing (1.00)

F — Failure (0.00)

P— Pass\* (D or higher for undergraduates, C or higher for graduates)

I – Incomplete\* - See the important note below before assigning a grade of Incomplete

IE – Incomplete Extension\* - See the important note below before assigning a grade of Incomplete

W — Withdrawal\* - See the important note below – a "W" is a records-based indicator not assigned by instructor

~~X— Deferred\*~~—No longer in use. Follow process for completing an INCOMPLETE

AUD — Audit\*

IP — In Progress\*

*\*These grade designations are not calculated in academic G.P.A.*

PLEASE double check that you put SL scores into Student Learning Outcome rosters and letter grades into your Final Grade roster. The system will not prevent you from making this mistake, but your grades cannot be posted if you have not entered them appropriately.

## I - INCOMPLETE GRADES:

Some students may have work that needs to be completed and a grade of **INCOMPLETE "I"** allows the student **until the end of the following regular semester** to complete the unfinished course requirements or the "I" grade automatically converts to an "F" grade. Therefore, Fall Incompletes must be completed no later than the end of the Spring term. An "I" grade is not calculated in the student's grade point average and zero hours are credited. Please do not enter in "I" for an Incomplete grade. Your grade roster CANNOT be posted without the completion of a **REQUEST FOR AN INCOMPLETE** form including **faculty and student signatures**. The I will be entered once the form is processed in the Registrars Office. This form is **ATTACHED TO THIS DOCUMENT ON PAGE 1** or can be found on the website at <http://www.ben.edu/registrar/upload/Request-for-an-Incomplete-Updated-11-26-18.pdf>

To qualify for the grade, a student must have satisfactory academic standing, be doing at least "C" work in the class and submit a written request with a plan for completion approved by the instructor stating the reason for the delay in completing the work. Arrangements for this "I" grade must be made prior to the final examination. One may not receive an "Incomplete" in a semester in which he or she is already on academic probation. Instructors or departments may restrict work completion to a timeframe prior to the end of following regular semester.



## IE - INCOMPLETE EXTENSION GRADES:

A grade of "IE" An Incomplete Extension ("IE") is a temporary grade which may be given by arrangement with the student and with approval of the instructor and chair/program director when an extension of time for when a previously approved Incomplete is needed. Incomplete Extensions cannot be assigned during grade roster submission. It should only be submitted as a grade change to an existing Incomplete Grade. Incomplete Extensions are limited to at most one additional semester. An "IE" grade is not calculated in the student's grade point average and zero hours are credited.

## W – WITHDRAWAL GRADES:

An instructor **CANNOT** assign a "W" – Withdrawal grade even though the online grading system allows them to input the "W" for a withdrawal. The "W" grade is automatically assigned when a student WITHDRAWS from a course. Please assign the earned grade if the WITHDRAWAL – "W" grade is not visible on the grade roster. Never input a "W" grade on your own.

## WHAT DO I NEED TO DO IF A STUDENT HAS A GRADE OF "F"?

For **every grade of "F"** faculty must document the grade using the **Grade Note tool**. Use the terms **earned** or **never attended** or **last date attended** to explain the "F" grade. Submitting this information in the Grade Notes tool helps with future appeals. See the full definitions below.

**Earned:** Students who earned an "F" grade by attending the course but not meeting the minimum course requirements.

**Never attended:** Student **NEVER** attended the course. (This has implications for financial aid awards.)

**Last date attended:** Student stopped attending class sometime during the term – insert the last date the student attended the class.

## HOW AND WHEN DO I USE THE GRADE NOTE TOOL?

The Grade Note Tool is available when you are entering your grades. At grade entry, when you click on the "Note" link, a "Grade Note" window will open. This screen allows prose entry for any rationale used for submitting a grade designation. You would not use this Note tool for every grade just grades that may require additional information such as "F" grades. See the **FAQ** on what to do if a student has an "F" grade.

By using the "Grade Note" tool faculty will not have to compose an additional email to the Office of the Registrar. More importantly, there is a permanent record in the Grade Roster database of such grading issues/actions. This tool should be most helpful to faculty and generally be more efficient to use.

## WHEN DO I GENERATE MY GRADE ROSTER?

You may have been ambitious and generated your grade roster early in the term. The grade roster should not be generated until **AFTER** the drop period (withdrawal period) has ended. If a student withdraws from your course during the withdrawal period a grade of WITHDRAWAL - W becomes visible on the grade roster. If you generate the roster too early, the "W" grade may not be visible, and you may inadvertently give a grade to a student who has withdrawn.

## HOW DID MY "READY FOR REVIEW" ROSTER REVERT TO "NOT REVIEWED" AGAIN?

If there was a grade that you cannot assign submitted; "I", or "W", "F" grades **without** notation under the **Grade Note tool**, or "P" **without** the student electing **Pass/Fail grading**; those grades are deleted from the roster. Typically, we will then "partially post" the acceptable grades on the roster and then the roster **reverts back to "Not Reviewed"** status. An email to this effect will go to the Instructor to let them know of the issue.



## HOW SOON MAY STUDENTS VIEW THEIR GRADES?

After all grades are entered and posted by the Registrar's Office, they will be immediately reflected on the students' academic transcripts. Students may see their grades in their MyBenU accounts.

## CAN I CHANGE A GRADE AFTER GRADES ARE POSTED?

If an instructor decides to change a grade after entering a grade online and the grade is posted by the Registrar's Office, the instructor must complete, sign, and submit a **Change of Grade Request** form. This form is also used when updating an Incomplete to a grade. The form is found on the GRADE ROSTER found in My BenU.

## WHAT IS THE DEGREE CONFERRAL DATES FOR THE 2020 - 2021 GRADUATES?

### SEMESTER CONFERRAL DATES 2020 – 2021

Fall 2020 – December 31, 2020

Spring 2021 – May 31, 2021

Summer 20201 – August 31, 2021

### QUARTER CONFERRAL DATES 2020 - 2021

Fall 2020 – December 31, 2020

Winter 2021 – March 31, 2021

Spring 2021 – May 31, 2021

Summer 2021 – August 31, 2021

Candidates for Graduation will have the conferral dates listed above for their degree date posted on their official Academic Transcript per the type of program it is. Please note that this conferral process begins on 31<sup>st</sup> of the month and takes approximately four to six weeks for the degree to post to the transcript. Students can anticipate receiving their diplomas eight to twelve weeks after this conferral date. This means, for example, Spring term graduates can anticipate receiving their diplomas by end of August for Spring conferrals.

As always please contact [Registrars@ben.edu](mailto:Registrars@ben.edu) if you have any questions.