

Grading Dates, Instructions and Policy Information

I. Grade Submission Deadlines:

NOTE: Questions regarding this document or inquiries about students should be directed to the Registrar's Office at registrars_office@bentley.edu

NOTE: It is important that you adhere to the grade submission dates for your classes. Your colleagues depend upon timely submission of grades to ...

- Run end of term grading processes, so students have access to accurate online academic information.
- Prepare for scheduled UG Academic Performance Committee meeting on Jan 3 and Grad Academic Performance meeting on Jan 7. Remember the University is closed from Dec 21 – Jan 1. We will be running end of term processes during break to prepare for academic performance.

1a. Submission Schedule

Final fall grades must be submitted in accordance with the detailed schedule provided below. According to the Faculty Manual, grades are due 48 hours after completion of the scheduled exam for graduating students and 72 hours after the completion of the scheduled final exam for all others.

BLOCKS/DAYS	EXAM DATE	GRADES DUE
<i>Tuesday Grad classes</i>	<i>12/11 - Tuesday</i>	<i>Thursday 12/13 Graduating Students Friday 12/14 All Others</i>
<i>Blocks 4,1,14 & Wednesday Eve UG & Grad</i>	<i>12/12 - Wednesday</i>	<i>Friday 12/14 Graduating Students Saturday 12/15 All Others</i>
<i>Blocks 6,3,13 & Thursday Eve UG & Grad</i>	<i>12/13 - Thursday</i>	<i>Saturday 12/15 Graduating Students Sunday 12/16 All Others</i>
<i>Blocks 5,16,& 9</i>	<i>12/14 - Friday</i>	<i>Sunday 12/16 Graduating Students Monday 12/17 All Others</i>
<i>Common Exam: AC 311 & AC 312 8:30 - 10:30am GB 112 & GB 212 11:00am – 1:00 pm</i>	<i>12/15 - Saturday</i>	<i>Tuesday 12/18 All Student grades due</i>
<i>Blocks 8,11,12 & Monday Eve UG and Grad classes</i>	<i>12/17 - Monday</i>	<i>Wednesday 12/19 Graduating Students Thursday 12/20 All Others</i>
<i>Blocks 7,15 & Tuesday night UG classes</i>	<i>12/18 - Tuesday</i>	<i>Thursday 12/20 Graduating Seniors Friday 12/21 All Others</i>
<i>Blocks 10,2</i>	<i>12/19 - Wednesday</i>	<i>Friday 12/21 Graduating Seniors Saturday 12/22 All Others</i>

If you are teaching a Directed Study or Tutorial, the grades are due by December 14.

Snow make-up for UG Eve, Day UG & Grad finals for any exam between Dec.11-15 will be on Sunday 12/16.
Snow make-up for exams between Dec.17-19 will be on Thursday 12/20.

I.b.. Exam times

Fall 2018 Undergraduate Final Exam Schedule

		WED 12/12	THUR 12/13	FRI 12/14	SAT 12/15	MON 12/17	TUE 12/18	WED 12/20
8:30 a.m. - 10:30 a.m.	Block	4	6	5	AC 311 & AC 312 common exam	8	7	10
11:00 a.m. –1:00 p.m.	Block	1	3	16	GB 112 & GB 212 common exam	11	15	2
1:30 p.m. - 3:30 p.m.	Block	14	13	9		12		
Evening exams	TUES 12/11 Grad Only	WED 12/12	THUR 12/13		Common exams	MON 12/17	TUES 12/18	

I.c. Block Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 9:20	1	2	1	3	2
9:30 – 10:50	4	5	4	3	5
11:00 - 12:20	6	7	10	6	7
12:30 – 1:50	8	9	10	8	9
2:00 - 3:20	11	Activity Period	Activity Period	11	16
3:30 - 4:50	12	13	12	13	16
5:00 - 6:20	14	15	14	15	

II. HOW TO SUBMIT YOUR GRADES ELECTRONICALLY

NOTE: The **primary** instructor of record will have access to submit grades. Other instructors of record will have view access to the grade sheet. Be sure to calculate your grades and have them at hand before you access the webpage.

II.a. Access MyBentley

- Login to MyBentley using your short name and network password
- Click the “Teaching and Advising” tab
- On left hand side, click on faculty self-service, then choose faculty

- Select final grades

II.b. Standard Procedures:

- **Select Term, Fall 2018** and choose the **course (CRN)** for which you are entering grades.
- Click on drop down box to select a grade for each student.
- You must click on **Submit Changes at the bottom of each page or your grades will not be submitted.**
NOTE: You will need to go back to the faculty menu each time you want to change the course (CRN) that you are referencing. **If you have more than 25 students submit the first page before going to the next page. Make sure that you have graded all students on your list.**
- All students on the grade list **must be graded.** All registered students are listed. Once grade processing is finished, any blank grades will be recorded as failures.
- **Timeout !** There is a 20 minute timeout! Please have your final grades on hand when you begin to enter data on this form. If you have a large list, you may want to Submit Changes after every 15-25 records.
- **Update Mode !** When you submit changes the webpage will return in "update mode". In the rare case that this does not happen simply click "reselect CRN" at the bottom of the page.
- You should **print and save a copy of your grade entries after you have submitted your grades** as your confirmation copy.

II.c. No-Shows and Students Who Stopped Attending Class

- Students who appear on your grading list and were reported as a 'No Show' at the start of the semester or students who simply stopped attending class should be issued an 'F'. It is inappropriate to issue an Incomplete grade to students who have not or who have stopped attending class.

II.d. Grade Availability to Students:

- **Grades are not immediately available to students.** Grades must be "rolled" to the student record by the Registrar's Office. During grade submission time, the Registrar's Office rolls student grades twice per day – once in the morning and once at the end of the day.

II.e. Changing Grades:

- To Change a grade go to the faculty main menu. Under final grades on the left hand side, you will see change final grade. After Grades are "**rolled**" to the student's record, you **may** change the grade via the web.
- As long as the student has not graduated, you will have the ability to change the grade electronically. Once you submit the grade, you and the student will receive a confirmation email.

III. Grading Policy

III.a. Grading Scale

BENTLEY DOES NOT USE AN ALPHABETIC GRADING SYSTEM. All reported grades should comply with the grade chart below:

Undergraduate Numeric Grades		Graduate Numeric Grades	
4.0	(95-100)	4.0	(95-100)
3.7	(90-94)	3.7	(90-94)
3.3	(87-89)	3.3	(87-89)

3.0 (83-86)	3.0 (83-86)
2.7 (80-82)	2.7 (80-82)
2.3 (77-79)	2.3 (77-79)
2.0 (73-76)	F Failure
1.7 (70-72)	IG Incomplete
1.3 (67-69)	
1.0 (63-66)	
0.7 (60-62)	
P (1.7 or above – pass/fail policy grade only)	
D (.7 to 1.3 – pass/fail policy grade only)	
F Failure	
I Incomplete	
S Satisfactory (First Year Seminar, Study Skills)	
U Unsatisfactory (First Year Seminar, Study Skills)	

III.b. Incomplete Grades

As a general rule, all coursework must be completed by the end of the semester in which the course is offered. An incomplete grade is a temporary designation issued when required work, which can be made up, is not completed by the end of the semester.

Eligibility for an Incomplete Grade

- An incomplete grade may be granted to a student at the discretion of a faculty member as an accommodation due to the student experiencing unforeseen and extraordinary circumstances at the end of the semester.
- A student must have consistently demonstrated passing academic work prior to the request for an incomplete.
- Incompletes are not automatically granted for students who miss large amounts of class due to illness or personal circumstances. Instructors *must not* issue an incomplete due to lack of class attendance and/or a lack of completed work. An incomplete grade should *not* be issued in the following situations:
 - The student needs to attend and repeat most of the course.
 - The student stopped attending class.
 - To allow the student the opportunity to complete additional work or improve upon previously completed requirements after the semester has ended.
- A faculty member's failure to complete grading by the deadline is not a permissible reason to issue an incomplete. When a grade designation is required, the faculty member, Registrar, and department chair will coordinate such designation.

An incomplete grade issued in the fall or winter session term must be completed no later than March 30 of the subsequent spring semester. An incomplete grade issued in the spring or summer term must be completed no later than November 15 of the subsequent fall semester. Faculty members have the discretion to require outstanding coursework to be

submitted earlier than the deadlines stated above. It is the student's responsibility to work with the faculty member to clear the incomplete grade.

An incomplete grade not completed within the required period will automatically convert to an 'F'. A faculty member may, at his or her discretion, extend the completion deadline for a student by notifying the Registrar's Office in writing. A faculty member cannot extend the deadline beyond one year of the issuance of the incomplete grade without permission from the Associate Dean for Academic Services.

When issuing an incomplete grade, a faculty member is expected to adhere to the following practices:

- Discuss the remaining course requirements with the student prior to the completion of the semester. If a student does not or cannot contact the faculty member prior to the end of the semester, an "F" is the appropriate grade; if warranted, this grade can be changed to an "I" at a later date.
- Follow-up with the student in writing (e-mail, letter, faculty designed form, etc.) detailing the outstanding requirements, the deadline for the completion of the work and any additional information pertinent to the completion of the course. In order to avoid issues concerning the nature and scope of the outstanding requirements, the faculty member should keep a copy of the communication detailing the work necessary to complete the course requirements and retain this communication consistent with The Faculty Manual, section 7.2.2, Grade Records.

These guidelines are not designed to cover every circumstance. Faculty members are encouraged to seek guidance from their department chair, Associate Dean for Academic Services, or the Registrar when questions arise.

III.c. Pass/Fail Grading

- Faculty members should enter the student's numeric grade. Per policy, the Registrar's Office will change this grade pursuant to the 'P', 'D' or 'F' rule.