

Grading Dates, Instructions and Policy Information

I. Grade Submission Deadlines: Wintersession Grades are due February 1st.

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

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 Bentley short name and your 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, wintersession 2019** 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 course 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:

- Access the web the same way that you did for entering grades. Under final grades on the left hand side, you will see After Grades are “rolled” to the student’s record, you **may** change the grade via the web.
- see change final grade. 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 (above 1.7 – pass/fail policy grade only)	
D (.7 to 1.3 – pass/fail policy grade only)	
F Failure	
I Incomplete	
S Satisfactory (Freshman Seminar, Study Skills and certain ART courses)	
U Unsatisfactory (Freshman Seminar, Study Skills and certain ART courses)	

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 may be granted to a student, at the discretion of the faculty member, as an accommodation due to unforeseen and extraordinary circumstances. It is a temporary designation issued

when required work which can be made up is not completed by the end of the semester. It is the student's responsibility to work with the faculty member to clear the incomplete grade.

An incomplete grade issued in the Fall or Wintersession 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.

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 7.1.5, Grade Records.

There are circumstances in which an incomplete grade is considered inappropriate. For example, an incomplete grade should not be issued in the following situations:

- If the student must attend and repeat most of the course in the next semester.
- If the student stopped attending class and did not contact the faculty member.
- To provide a grade in the system when the final grading of the course has not been completed by the grading deadline. If a faculty member is not able to submit grades by the deadline, he or she should contact the Registrar. When a grade designation is required, the faculty member, Registrar, and department chair will coordinate such designation.
- To allow the student the opportunity to complete additional work or improve upon previously completed requirements after the semester has ended when this opportunity was not available to all students during the semester.

These guidelines are not designed to cover every circumstance. Faculty members are encouraged to seek guidance from their department chair 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.