

Grading

The following are a few reminders concerning grading. Please consider the following items carefully:

1. Calculating Grades:

The University's grading framework is found in the Bethlehem University Catalog that is available <https://bethlehem.edu/4-adm/avp/catalog2016/avp-catalog2016-academic-regulations--grades> on-line at <https://bethlehem.edu/4-adm/avp/catalog2016/avp-catalog2016-academic-regulations--grades>. Please follow, and do not deviate from, those guidelines in the calculations and awarding of grades.

2. Changing Grades: Once submitted, final grades may not be changed. If a change in a grade is deemed necessary the Instructor must submit a formal petition, with full explanation for the change which must be **approved by the Dean**, or in the case of the Dean, by the **Assistant Vice President for Academic Affairs**.

3. Policy on Incomplete Grades

- a) An Incomplete (I) should be given only to students who have been regular in attending class and who for a legitimate reason have not completed an essential course requirements such as an exam, a report, or the final exam. The reason must be acceptable to the **Instructor**, with the **approval of the Department Head and Dean**.
- b) An Incomplete (I) should not be offered as a substitute or alternative for students who have actually failed the course. A second exam, for example, will not be offered to such students assuming that the first exam was fair and reasonable.
- c) Students who are absent from the final exam for legitimate reasons (e.g., imprisonment, verified illness, and so on) may be given an incomplete (I) grade, to be removed later. If possible, the student should inform the Instructor ahead of the exam of the absence. They should provide the reason for the absence from the Final Exam supported by the necessary documents. **The Chair and the Dean** will be the final judge in these cases.
- d) An Instructor must insist that ALL the essential requirements of the course are completed satisfactorily, before removing the Incomplete (I) grade. The final grade is submitted to the Office of the Registrar on the appropriate form.

4. Policy on WF Grades

- a) Students who have been excessively absent from a course(s) are considered to have withdrawn unofficially and will be assigned a grade of WF by the Registrar's Office. Refer to the Policy on Attendance available in Bethlehem University Catalog.
- b) Students who leave the University, but who do not officially withdraw from the University as noted above, will receive WF grades in all courses and thus be dismissed from the University.

Instructors must take attendance regularly. Students who have multiple absences are given a first, second and third notices. The notices are available on-line from the Registrar's Office. Instructors are advised to study the forms to know when to send a notice to students.

- 5. Distribution of Grades: Grades should not be posted by any teacher or Department nor will students be informed in any way of their grades prior to the official publication.** Any teacher violating this policy puts his or her colleagues at a severe disadvantage. All students are better served when the above policy is followed.