

Frank Batten School of Leadership and Public Policy Grading Guidelines

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The Frank Batten School has a grade normalization policy, with a suggested grading distribution. Batten courses should aim to have a mean grade that does not exceed a 3.5 grade point average with an emphasis on a well-distributed range of grades.

INCOMPLETES

Students are expected to complete their courses on time. When a student anticipates that this will not happen, they may request an incomplete grade from the instructor. The symbol IN (incomplete) is used when additional course work or examination is required to fulfill the obligations of a given course. A student may not request an incomplete in an attempt to raise their grade. An IN is not a valid final grade and becomes an F 200 days after the grading deadline for graduate students (30 days for undergraduates), unless the student requests an extension from the course instructor prior to the end of the course, and secures approval. The time allowed to complete course requirements is determined between the student and the instructor, but may not exceed one semester beyond the term in which the student took the course.

Students must enter into a written agreement with the instructor, specifying the remaining requirements and the timeline in which to complete the work. If you are going to grant an extension/incomplete, Batten students must submit the [Request for Extension to Complete Course Requirements](#) form. (Students from other Schools complete the form with their home school.) This form will route to the faculty member for confirmation and is then sent to the Assistant Dean for Academic Programs for review.

If the student fails to fulfill the agreement, the grade automatically becomes an F unless changed by the instructor. Grade changes from IN to a final grade cannot be made more than one semester following the end of the course.

REPORTING GRADES

Faculty submit grades electronically either directly through SIS or by entering them in Collab and then uploading them into SIS. All instructors must confirm in SIS (NOT in Collab) that their class rosters are accurate. Please alert us to any discrepancies or problems. **Final grades are due within 48 hours of YOUR final exam date. If no final exam is administered, please submit grades as soon as possible and no later than the date communicated from the Academic Programs office.**

GRADE CHANGES

Error in calculation or transcription is the only acceptable reason for a grade change. Grades cannot be changed after a degree is conferred, or more than one semester following the end of the course, whichever comes first. Instructors may change grades electronically for winter term and spring semester through December 31 of that year, and for summer sessions and fall semester through May 31 of the following year. After this point, instructors must submit a grade change form to the Assistant Dean for Academic Programs, who will seek approval from the Dean.