

Grading FAQ

Frequently Asked Questions

Note: Active links on this page require the user to log on to insidecbu

1. When are my grades due?

- Semester Grades are always due at 4:00 pm on the first Monday after the semester/term ends. If Monday is a holiday, a one day extension will be made and grades will be due on Tuesday at 4:00 pm. You can view the [Important Grade Due Dates](#) for upcoming semesters through InsideCBU on the Faculty Grading (Online) page.

2. How do I submit my grades online?

- An [Online Grading Tutorial](#) is available for detailed step-by-step instructions on how to submit online grades. This handout is also available through InsideCBU on the Faculty Grading (Online) page.

3. How do I submit a grade of “I” or “SP”?

- Grades of Incomplete, or grades of “I” cannot be submitted online by the instructor. An Incomplete petition should be submitted to the Office of the Registrar before the close of the semester or by Grading Due date. The Office of the Registrar will then process all approved incomplete forms with a grade of “I” for the student and a confirmation e-mail will be sent to the Student, Instructor, and Dean. The full [Incomplete Grade Policy](#) and the Incomplete Grade Petition Form, are available on InsideCBU.
- Grades of Satisfactory Progress, or “SP”, is only valid for a select number of pre-approved courses. Grades of “SP” should only be assigned when a student is unable to complete the fieldwork portion only of a course during the semester due to conditions outside of the student’s control. Grades of “SP” also require a form to be submitted to the Office of the Registrar for processing by the grade due date. The Office of the Registrar will then process all approved incomplete forms with a grade of “SP”. The full [Satisfactory Progress Policy](#) and Form are available through InsideCBU.

4. What is the Last Date of Attendance field on Online Grading?

- The Last Date of Attendance or Participation is used for students who cease attending their class before the semester ends. The system requires this date to be entered for every student that receives an “F” in the course.
 - *If the student ceased attending*, enter the last date of attendance or participation in the course. Examples of participation include: submission of an assignment, discussion with the instructor, posting on blackboard, ect.
 - *If the student **did not** cease attending* and academically failed the course, enter the last date of the course.
 - If the student *never attended* any class meetings, even the first day of class or the class introductions, enter a date prior to the semester beginning to show No Participation.
- This date is extremely important in semester research for Title IV Federal Compliance and the Office of the Registrar, please ensure your dates are accurate. DO NOT use the Default Last Date of Attendance field through Online Grading.

5. Can mid-semester Academic Progress Reports for Athletes and Probation/Provisional Students be submitted through Online Grading?

- The Progress reports at mid-semester will not be collected through Online Grading. These reports require more information than just a grade. The process for collecting progress reports will not change.

6. Are Course Record Booklets (CRB) still collected by the Office of the Registrar?

- Course Record Booklets are still very important to our Office’s end of semester processing and for Federal TitleIV regulations and will still need to be collected at the end of the grading period.

CRBs can be submitted either electronically by e-mail to Registrar@calbaptist.edu or hand delivered to our office (Yeager Center B161). Our preference would be the electronic version, however, we will accept CRB's any way we can get them.

7. How does Online Grading affect Senior Grades?

- [Graduating Student Grades](#) are collected early for May & August graduates only during the Spring 2012 grading period for the May Commencement only. Our office will still be collecting these grades before all other final grades are due (for TRAD & GRAD only, OPS grades are due before this time). Since Online Grading allows instructors to submit partial grade rosters, we will be distributing a list of Graduating students that we are in need of an early grade. Faculty will then be responsible for Submitting these few students grades online early through online grading, then submitting the remainder of the student's grades before the deadline of the first Monday after the semester closes.
- These Graduating Student Grades are considered to be **FINAL** and cannot be updated once they are input. The system will not allow instructors to update a grade once it has been submitted, although it will allow instructors to input the remainder of the class at a later time.

8. How soon can students view grades after I submit them online?

- Once an instructor hits the "Save" button, grades are available immediately to students to view through InsideCBU.

9. What if I make a mistake when entering my grades?

- The system will not allow an instructor to update a grade once it has been submitted. If you find an error has been made with either one or more students in your course, you should contact your School or Department right away and begin the process for a Grade Change. If you need to change multiple students in the class due to an entry error, you may complete a "Course Grade Change Form" that will allow you to list multiple students on one form. The [Grade Change policy](#) as well as both forms are available through InsideCBU.

10. Will Online Grading be used for P/F courses as well?

- Yes, if the course is set to Pass/Fail, the only grading options available to faculty will be to enter a "P" for Pass or "F" for Fail. However, if the course is set to Letter grades, the grading type cannot be changed by the instructor, and must have letter grades submitted.

11. Will I receive a list of the final grades I submit? Will my department receive my final grades?

- After the faculty have submitted grades online through InsideCBU, an e-mail confirmation is then sent to the instructor with the final grades that were recorded. The Office of the Registrar also receives this confirmation e-mail informing us of submission. The School and Department does not get copied on the e-mail, although some may request a copy for their own records from the instructor. Check with your department to see if you are required to forward a copy of your confirmation to the School or Department.

12. Who contacts faculty who are late in submitting grades online?

- The [Grading Due Dates](#) are very important, and it is imperative that faculty submit their grades before the deadline. The Online Grading system will close and not allow further entry of grades after the deadline. The Office of the Registrar will be contacting the Faculty via e-mail when grades have not been submitted on time. We will also be copying the Department Secretary and the Dean and/or Chair for support in additional contacting and collection of the final grades. Additional instructions will be given to you at that time for submitting your grades.