

**BLACK HILLS STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Grading Policy

NUMBER: 2:10

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Office: Office of Academic Affairs

Source: [BHSU Faculty Handbook](#); [BHSU Academic Catalog](#); [SDBOR Policy 2:9](#);  
[SDBOR Policy 2:10](#); [SDBOR Policy 3:4](#)

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1. Purpose

This policy implements [SDBOR Policy 2:10](#) and sets forth the process for grading BHSU courses.

2. Policy

- a. For a full description of grading see the university Academic Catalog. To briefly summarize, BHSU uses the BOR system of an A through F structure with the following criteria:
  - i. A: Exceptional
  - ii. B: Above average
  - iii. C: Average
  - iv. D: Lowest Passing Grade
  - v. F: Failure
- b. Faculty are responsible for assigning a “DEF” notation on the Midterm grading screen in Banner Self-Service to students who have earned a D or an F in their class at the midterm point. The “DEF” notation must be recorded no later than three working days after the Midterm date for Fall and Spring semesters. No other grades are reported at Midterm.
- c. Final grades are recorded by the third working day following the last day of the semester.
- d. Incomplete (I) or In progress (IP)

- i. An incomplete or in progress grade can only be assigned when a number of conditions are met; see the BHSU Academic Catalog. A “Notice of Incomplete Form” must be prepared by the faculty member and submitted to the Registrar’s Office. Contact the Registrar’s Office at 605-642-6092 with questions.
- e. Changing a Grade
  - i. Grades may be changed if a student has completed an incomplete or if an error has been made by the faculty member in assigning the initial grade. Forms are available in the Registrar’s Office or in the Deans’ Offices.
- f. Academic appeals may be brought only by students who were registered during the term in which the disputed action was taken.
- g. Academic appeals may be brought only from final course grades or other actions that have similar finality, such as, without limitation, denial of admission to an undergraduate major or refusal to permit the continuation of an academic program.
- h. Academic appeals must be brought within thirty (30) calendar days from the date that the student received notification of the action. If this action occurs within fifteen (15) calendar days before the end of term, the student must bring an appeal within fifteen (15) calendar days after the beginning of the academic term (fall, spring, or summer) following the term in which the challenged action was taken. A student may petition the President or President’s Designee for an extension of this timeline if circumstances prevented a timely appeal.
- i. Academic appeals may be brought to challenge a grade or academic decision typically on one or more of three grounds:
  - i. If an academic decision resulted from administrative error or from misapprehension of some material fact or circumstance, e.g., evaluation reflected an error in the examination or question itself or misread the student’s written response;
  - ii. If an academic decision departs substantially from accepted academic standards for the discipline and the university; or

- iii. If circumstances suggest that an academic decision reflected the prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards, of student status protected under SDBOR policy, state or federal civil rights law, or of other considerations that are inconsistent with the bona fide exercise of academic judgment.

### 3. Procedures

#### a. Assigning Grades

- i. All grades are assigned in the current grading software. The Registrar's Office provides training for faculty to enter their grades. Faculty are responsible for assigning a "DEF" notation on the Midterm grading screen in Banner Self-Service to students who have earned a D or an F in their class at the midterm point. The "DEF" notation must be recorded no later than three working days after the Midterm date for Fall and Spring semesters. No other grades are reported at Midterm. Final grades are due on the third working day following the last day of the semester.

#### b. Grievance Procedure

- i. Instances/allegations of Academic Misconduct are to be addressed via [BOR policy 2:9](#). If resolution cannot be achieved initially via BOR 2:9, then the case is sent to Student Affairs where [BOR policy 3:4](#) is enlisted to process it via Formal Hearing. BOR policy 3:4 calls for specific/unique requirements when dealing with Academic Misconduct.
- ii. The following steps have been established to review grade appeals and/or allegations that an academic evaluation was tainted by prejudiced consideration of student opinions or conduct unrelated to academic standards. This process shall prohibit retaliation against persons who initiate appeals or who participate in the review of appeals. All parties will adhere to the provisions for confidentiality required in such a process.
  - 1. Step 1: The student should first attempt to resolve the problem with the instructor involved.

2. Step 2: If the problem is not resolved by the action taken in Step 1, the student must present a written grievance to the school chair. The grievance must be filed within ten (10) working days of the date on which the incident, situation, or circumstance occurred. The administrator, upon receiving the grievance, will investigate the matter in a thorough and appropriate manner and respond to the grievant within ten (10) working days of receipt.
3. Step 3: If the grievance is not resolved at Step 2, the student may formally appeal to the college dean. The administrator will conduct an appropriate and thorough investigation of the alleged incident, situation, or circumstance, and prepare a decision on the grievance within fifteen (15) working days of the date of receipt of the Step 3 grievance. The student may be notified via email or by certified mail regarding this decision.
4. Step 4: If the grievance is not resolved at Step 3, the student may formally appeal to the BHSU Academic Standards Committee within ten (10) working days of the notification to the student as to the decision rendered in the previous step. The Committee will conduct an appropriate and thorough investigation of the alleged incident, situation, or circumstance and prepare a recommendation for the Vice President of Academic Affairs within twenty (20) working days of the receipt of the Step 4 grievance. Within twenty (20) days after receipt of the recommendation, the Vice President for Academic Affairs shall notify the grievant via email or by certified mail regarding his/her decision.

4. Responsible Administrator

The Vice President of Academic Affairs, or designee, is responsible for the annual ad hoc review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 1/20/2022.