

## **Dealing With A Lack Of Response From ISP Students And Assigning ISP Grades**

ISP sometimes presents special challenges given the traditional semester length fixed schedule. There are times when students, through no fault of their own, do not have access to course materials. Two such situations are lockdowns during which students can't access study areas or their library, and work assignments that require them to be away from the prison. The result is that sometimes a number of students are prevented from completing their work by the end of the semester.

Traditional community college students face unavoidable life situations that can delay their course work. Instructors are encouraged to give some consideration to those students who are unable to complete work by the end of the semester due to illness, family emergencies, required court appearances, etc. ISP students should be given the same consideration as on-campus students.

The college is required to state the last date of contact with the student when a student is dropped to determine the appropriate state funding for that course and in some cases for Financial Aid eligibility for the student. So it is especially important in ISP courses that instructors track when they receive material from students.

Since prison staffing, procedures, or policy may impact a number of ISP students in a single class, the FRC Office of Instruction and Admissions and Records are recommending the following guidelines for drops and assigning grades at the end of the semester:

1. If you do not receive any material or messages from a student by the time the first census roster is distributed, indicate that the student is a "No Show" by writing N/S next to the student's name on your roster.
2. If you receive some material from a student but subsequently you do not receive any material from a number of students in your course, *and* the student has completed enough work to receive at least a C in the course, assign the student a grade at the end of the semester even if you think their grade could improve if they have the opportunity to submit additional material. The grade can be changed at a later date if they do submit sufficient work.
3. If you receive material from a student but subsequently do not receive any material from a student for 2 delivery cycles, indicate a drop on your roster after the second delivery period in which no material was received along with the date of the last contact with the student.

If you have an unusual number of students that do not return material, please notify the ISP staff.

## Summary of ISP Grading Recommendations

Contact/Material	Recommended Action
No Material, No Contact	Indicate a No Show (N/S) on the first census roster
Some Material Or Contact At First And Then None	Assign a C or better if enough material has been received to justify it. Otherwise indicate a Drop after 2 delivery cycles of no contact (typically cycles will be 2 weeks each) along with the date of last contact with the student
Periodic Material And/Or Contact That Varies For Students Within The Same Course	<p>Assign the grade earned at the end of the semester according to standard grading practices.</p> <p>Assign an Incomplete <i>only if individual circumstances are known</i> that justify extending the time for completion and the student agrees to this option. An Incomplete form should be filed with Admissions and Records indicating the current grade earned if no subsequent work is provided, and what work remains to be completed. Whenever possible the form should be signed by the student as well as the instructor.</p>