

Appendix A

Policy Number: 209 REV 5 Grade and Credit System

Date: 04/7/14

Procedure: Submitting Grades: Grades are to be entered online via web grading the Monday following the scheduled end date of the course. This deadline is applicable towards fall, spring and summer terms.

Transfer Credits: Please see Transfer Policy 223 for additional information regarding transfer credits.

‘I’ or Incomplete grade:

1. Student may request an ‘I’ grade using the form provided by the instructor or advisor.
2. If the instructor for the class supports the need for an incomplete grade, then the student and the instructor develops a written statement of how the course requirements will be met by the student during the permissible timeframe.
3. Instructors assigning an “I” grade will keep a copy of the written statement as well as giving a copy to the student. Faculty have the option to give a copy of the written statement to the Registrar which will then be placed in the student’s academic file.
4. Students have until the eighth week of the following semester to complete the incomplete. The faculty will complete a Change of Grade form indicating the new earned grade. If no grade is submitted by the eighth week, the grade will convert to an failing (F) grade.