

FACULTY GRADING SHEET

TIMELINESS:

The necessity of entering grades on time cannot be overstated. Faculty who do not enter grades on time affect the ability of students to continue at the University, pursue their chosen program of study, and promptly acquire their diploma. Receipt of financial aid, admission to professional programs, and certification of athletic eligibility all hinge on grades being submitted in a timely manner. Each of these processes is initiated within two days of grade submission. Grades are due each semester the Tuesday after Commencement. For the current semester, grades are due:

TUESDAY, AUGUST 18, 2009 BY MIDNIGHT

APPROPRIATE GRADING STANDARDS:

- UW:** If the student simply stopped attending the course, then the appropriate grade is an 'UW,' with the accompanying last date of attendance (i.e. the last date the student attended class, turned in an assignment, or took a test). If the student never attended, then the first date of class should be entered as the last date attended.
- E:** If the student completed all of the necessary coursework, including the taking of the final exam, then the appropriate grade is an 'E.' The last day of class should be entered as the last date of attendance.
- I:** An incomplete is **ONLY** appropriate under the following conditions:
- The student completed 80% of the necessary coursework **AND** has extenuating circumstances (i.e. accident, illness, etc.) that prevented the student from completing the coursework by semester's end.
 - The student must have a written contract with the instructor regarding the coursework to be completed, including the date all assignments are due and must not exceed one year.
 - The student must be able to complete this work **WITHOUT RE-REGISTERING OR ATTENDING** the course in a subsequent semester.
 - Please enter Incompletes like all other grades. Include the date the contract expires and the grade the student should receive if no additional work is completed.
 - Grade changes for Incompletes should be submitted to the Records Office when the student has completed the course.
- T:** A temporary grade is given when the coursework for ALL students registered for the course continues from one semester to the next. The necessity of assigning a 'T' grade is very rare and typically relates to a capstone course. **'T' grades should NOT be given for Independent Study courses.**
- W:** Instructors are NOT authorized to assign a 'W.' A 'W' indicates withdrawal, meaning that the student dropped the course after the third week of the semester. This grade is automatically assigned by the system when the Registration Office removes the student from the course after the third week of the semester. The student is responsible for initiating this process with the Registration Office.

CR/NC vs. Standard Graded Courses:

If the ENTIRE course is offered on a credit/no credit basis, then the appropriate grade for students who earned credit is an 'A,' which results in a 'CR' or credit posted to the transcript. If the student did not earn credit, then the appropriate grade is an 'E,' which results in an 'NC' or no credit posted to the transcript.

If the course is offered as a regular gradable course and the student has chosen to complete the course on a credit/no credit basis, then the appropriate grade is the ACTUAL grade the student earned. The system will then flip the grade to the appropriate 'CR' or 'NC.'

AUDIT:

If the student attended the course for the entire semester, then the appropriate grade is an 'E,' which will post to the transcript as an 'AU' or audit. If the student stopped attending, the grade assigned should be an 'UW,' which will post to the transcript as a 'W.'