

Weber State University

Instructors Report of a Temporary (T) Grade

Instructions: If all students in a class are to receive a "T" grade, please enter "ALL STUDENTS" in the in the Student Name field. It is the instructor's responsibility to submit the grade within 72 hours of completion of the course.

Student Name: _____ W#: **W**
(Last) (First) (MI)

Course: _____
(CRN) (Dept) (Course#) (Title)

Assignments

This represents the agreement between the student and the instructor outlining those specific assignments that will be completed.

Due Date: _____

This is the date the above listed assignments must be completed to receive a change of grade. One semester will be assumed if no date is provided.

Grade: _____

*This is the grade that will be assigned if the above noted work is **NOT** completed prior to the due date. If no grade is provided by the instructor an "E" grade will be assumed. If the above noted assignments are completed prior to the due date the instructor must submit a Grade Change Form to the Records Office to record the new grade.*

Instructor Signature

Date

TEMPORARY GRADE POLICY

1. Temporary status is indicated by a "T" and is given for those courses so structured as to require grading of students to be done in a term subsequent to that one in which the course begins. All such courses must have the approval of the department offering the courses and the Curriculum and General Education Committee. A letter grade (A,B,C,D,E) or CR/NC must be given by the instructor at the time the required work is to be completed.
2. Temporary status is used by instructors in the following ways.

When a course is extended beyond the normal ending date of the term during which it begins, the instructor records a "T" into the Electronic Grading System. The instructor, who assigns final grades, will submit an authorization of grade change to the Records Office within three working days of completion of the work. The Records Office will then change the "T" to the grade designated as the final grade for each student registered for the course. The "T" will not be computed in the student's grade point average while on the transcript, nor will the credit(s) be counted toward the total hours completed until a grade is posted for the course.