

1. When is the grade deadline and what happens when if I submit grades late?

Answer: The grade deadlines are set by the Academic Calendar and get approved by the Chancellor's Office each year. The Registrar's Office is responsible for enforcing deadlines and completing what's called "End of Term". This process sets academic standings for students and once complete, financial aid is verified and disbursed accordingly. Any delay in submitting grades will negatively impact a student's academic standing and their financial aid.

2. Under what circumstances would it be appropriate to offer a student an incomplete grade?

Answer: The grade of "I" is only appropriate when the student requesting it has completed a minimum of two-thirds of the work for the course with a passing grade. The "I" grade must be completed within one calendar year following the end of the term during which it was assigned, or it shall lapse into an IC (equivalent to an F) or an NC grade. (APM 246)

3. What if the student does not complete their incomplete work within the one year, can an extension be granted?

Answer: A short-term extension of the one year time limit may be granted by petition for reasons such as serious health or personal problems. Approval by the instructor or department chairperson is required for the extension of time. The petition is available in the north lobby of Joyal Administration Building at Admissions & Records Office and must be submitted no later than the last day of instruction of the term in which the grade must be made up. (APM 246)

4. Am I required to drop a student from my roster if they never showed up to class?

Answer: A faculty member *may* administratively drop a student who does not attend class at any time during the first ten (10) days of instruction. If a faculty member does this, no record of enrollment in the course will appear on the students' transcript. A faculty member is not obligated to administratively drop students who do not attend class therefore, a student cannot expect instructors to administratively withdraw them in the event they are no longer attending class. (APM 231)

5. When should I issue a “WU” grade for a student?

Answer: According to our current grading policy, a “WU” grade can be used for an enrolled student did not withdraw from the course but failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. Note: Students who are issued a grade of “WU” may have financial aid money they will be required to pay back because they did not successfully complete the course.

6. When is the last date a student can add my class? After instruction begins, are they required to have a permission number?

Answer: During the first two weeks of the semester, students may add courses without obtaining special permission from the instructor if the class is open to enrollment. From two weeks after semester instruction begins and up through the Census Date, students may add a course if they have obtained a permission number from the instructor. Faculty members are not obligated to give students permission to add a course after the tenth day of instruction. (APM 231)

7. When is it appropriate to initiate a grade correction for a student and is there a deadline?

Answer: Grade corrections require the instructor to certify that an error was made in computing or recording the grade. Grade corrections should never be submitted because you allowed extra credit to a student to improve their grade. Any extra credit must be part of the syllabus and the same opportunity provided to all students in the course. No grade correction can be made if more than three (3) years have passed since the initial grade was awarded. (APM 242)

8. Am I able to post student grades outside my office or classroom?

Answer: FERPA prohibits the posting of student grades using names, university identification numbers, or social security numbers. Absent student consent, the practice of posting grades publicly is prohibited, even if student names are obscured, and even if only a portion of the student ID number is used. (APM 249)

More Questions?

Contact the Registrar’s Office at 559-278-4743 or by email
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