

## Assigning of Grades

It is the right and responsibility of the instructor to determine and assign the grade for each student listed on his or her course roster who does not have a grade of “W.” *The instructor’s assignment of a grade is final, and the grade may not be changed or altered unless an official **Change of Grade form** is processed by the instructor and approved by the department chair. Please contact the Office of the Registrar for the **Grade Change Form**.* Grade changes made as a result of the grievance procedure must be approved by the Vice Chancellor for Academic Affairs.

\*In extraordinary circumstances, which make it impossible for the instructor to fulfill the responsibility of determining a course grade, the department chair shall assign the grade. In such cases, the department chair may elect to award a “**P**” (**Passing**) for work of at least “**C**” quality.

## The Incomplete (“I”) Grade

Work that is of passing quality but is incomplete because of circumstances beyond the student’s control may be marked “I.”

It is the student’s responsibility to initiate the request for an incomplete grade. The Request for “I” Grade Form can be found by visiting the Office of the Registrar’s website under **FORMS**. Once the form is completed and approved by the *Instructor and Department Chair* it is sent to the Office of the Registrar for processing. **Arrangements for the completion of missed work must be made with the instructor before the submission of the request.**

If authorization for the incomplete grade is not received *before* submission of final grades for the course, the instructor will consider the delinquent work to be of failing quality and not assign an “I” grade.

The “I” will be converted to “F” unless it is removed before the deadline for adding courses for credit in the next regular semester following the assignment of the “I” grade. *It is the responsibility of the student to make arrangements with the instructor for updating the “I” grade before this deadline*