

## Grade Policy

### 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. The decision to submit the grade change form must start with the instructor. Grades 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 Withdrawal (“W”) Grade

A “W” will be entered on a student’s record for any course from which the student withdraws after the last day for withdrawing from courses without a “W” grade please visit the [academic calendar](#) for those dates found on the Office of Registrar’s website.

*Each student, however, is limited to one withdrawal per course taken at LSUA. If a student wishes to withdraw from a course that he or she has withdrawn from in a previous semester, the student must request an exception from the chair of the department in which the student’s degree program is housed.*

A student who stops attending or never attends a class for which he or she is registered **will not** be assigned a “W” unless an official schedule change form is processed. The student will normally receive an “F” for such a class and may, as a result, be ineligible for further financial aid and/or for readmission for a semester or longer.

### 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 along with instructions for completing and returning the

form may be obtained from Records. 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 removing the "I" before this deadline.

### **Grade Reports**

The university does not mail grade reports at the end of a semester. Instead, students access their grades online at [My.LSUA.edu](http://My.LSUA.edu).

### **Grade Appeals**

Students who wish to appeal a final grade should visit the link below for information about the university's [Student Grievance Policy \(PS 207\)](#)