



### **3344-21-04 Grade reporting.**

Each term the registrar's office sends to each college grade sheets and instructions. Grades are due in the registrar's office forty-eight hours after the completion of each final examination. Grades not returned on time shall be recorded as double asterisk on the students' grade reports. The double asterisk will be changed to an "NR" if the grade sheet is not returned to the registrar's office by the first date corrections are updated for the term. The "NR" grade is computed as an "F" in the term and cumulative average. The grade can be changed according to the regulations applying to "I" grades. If not removed, the grade remains an "NR," carrying the same quality point value as an "F." Graduate student's "NR" grades are not immediately computed as an "F." However, if not changed in the prescribed time, the "NR" shall become an "F." Grades are to be delivered in person to the registrar's office, not through the U.S. mail or campus mail. The vice provost of the undergraduate college, the dean of the graduate college, and the provost are all notified of any instructors who fail to return grades by the deadline.

<b>Policy Name:</b>	Grade reporting.
<b>Policy Number:</b>	3344-21-04
<b>Board Approved:</b>	10/02/2014
<b>Effective:</b>	10/17/2014