

FINAL GRADE GUIDELINES

*Grades must be submitted on line using UVLink www.uvsc.edu/facstaff/ *

See attached instructions

To assure timely processing of grades, please complete the CHECKLIST below.

If you have questions on Final Grades, contact Michelle in Records at ext. 8462 or chattemi@uvsc.edu

Federal regulations require that the LAST DATE OF ATTENDANCE be given for all E, UW, I, W and AU grades.

Please note this in the LAST DATE column. (MMDDYYYY)

Last attend dates for W grades are system generated with actual withdrawal date. If last attend date is different, send correct date to REGISTRATION-RECORDS@uvsc.edu

Assign grades in the following manner:

1. Assign **UW's** to students who have ceased attending or never attended the course but who still appear on the final grade roll.
2. Assign **E's** to students who finished the course but who failed to achieve a grade above an **E** according to the class grading scale.
3. **Incomplete (I) grades** are given for extenuating circumstances only as defined in the UVSC Catalog. If an I grade is given, an **Incomplete Grade Form** indicating work completed and work to be completed must be signed by the Department Chairperson and turned into the Registrars Office. If work is not completed within one year, the I automatically becomes an **E**.

W indicates official withdrawal. Instructors are not authorized to give a grade of W, **but are required to submit last date of attendance.**

AU indicates AUDIT. Instructors are not authorized to give a grade of AU.

FOR ADDITIONAL GRADING STANDARDS SEE ACADEMIC POLICIES AND STANDARDS IN THE UVSC CATALOG

Except for computer-generated withdrawal or audit, instructors are responsible to record a letter-grade for each student whose name is listed.

If a name is not listed, the student is not registered and must see One Stop or the Registrar.

The Grades of CR and NC are valid only for designated classes and should not otherwise be used.

»»» CHECKLIST «««

- Enter a letter grade for each student in **GRADE** column. You do not need to enter a grade if a **W** or an **AU** grade already appear in the *Grade on Record* column.
- Indicate **LAST DAY OF ATTENDANCE** for all **E, UW, I,** and **AU** grades. (MMDDYYYY) If student never attended enter **NA** or check box if attend date unknown.
- Enter only valid grades (**A+, F** and **NA** are not valid grades).

**THE FEDERAL PRIVACY ACT
PROHIBITS THE POSTING
OF STUDENT'S NAMES OR
SOCIAL SECURITY NUMBERS
TO INFORM THEM OF THEIR GRADES.**