FINAL GRADE GUIDELINES

*Grades must be submitted online using UVLink*

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@uvu.edu

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Federal regulations require that the LAST DATE OF ATTENDANCE be given for all UW grades. Please note this in the LAST DATE column. (MMDDYYYY)

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

Assign grades in the following manner:

1. Assign UW's to students who have ceased attending or never attended the course but still appear on the final grade roll.
2. Assign E's to students who finished the course but 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 UVU Catalog. If an I grade is given, an Incomplete Grade Form indicating work completed and work to be completed must be completed on line using UVLink. 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.

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

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

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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 or 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 and AU grade already appear in the Grade on Record column.

☐ Indicate LAST DAY OF ATTENDANCE for all UW grades. (MMDDYYYY) If a 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.