

Policy for Academic Signature Authority (Effective August 16, 2007)

For all academic issues requiring Dean's signature, only Deans or Associate Deans may sign. (No signature stamps. Any paperwork with a signature stamp will be returned.) If Deans need to delegate signature authority to any other individual (Director of Student Services, for example), a letter must be on file with the Registrar and Provost.

Faculty Policy on Grade Changes (includes NR; Excludes IN) (Effective August 16, 2007)

- 1) Grade should be accurate when posted.
- 2) Any change of letter grades (A, B, C, D, F, S, U, FA, and NR) should be made only in extraordinary situations.
- 3) Any grade changes must be completed within 6 months of completion of the course.
- 4) Any grade changes outside of this timeframe must **also** be approved by the Provost.

Faculty Policy on Assigning Grades of Incomplete

(excludes Distance Education courses) (Effective August 16, 2007; revised 11/29/07—effective January 8, 2008)

- 1) Student (or appropriate representative) must contact the faculty member in writing prior to the submission of final course grades to request a grade of Incomplete due to documented reason (illness/ death in family/ etc.).
- 2) If a student does not request an IN, the faculty member should grade the student based upon the percentage of course work completed to date and using a 0 for any exams/ assignments not completed.
- 3) To be eligible for a grade of IN, the student must have completed (and have passed) more than half of all class assignments for semester.
- 4) The faculty member must fill out the Incomplete Grade – Memorandum of Understanding form, indicating:
 - reason for the IN,
 - percent of course work currently completed at the time of submission and the grade average on that work,
 - detailed information about the additional work needed to complete the course,
 - timeline to complete the work (6 months maximum; preferably sooner), and
 - grade the student should be assigned if the additional work is NOT completed by the deadline set for the completion of the work; the missing work is calculated as a 0.
- 5) Grades of Incomplete automatically become the grade identified by the faculty member, if not cleared within 6 months.
- 6) If the faculty member assigning a grade of IN leaves Auburn University, the Department Head should make a reasonable attempt to contact the former faculty member and then assign a grade based upon the work presented by the student and the information provided on the Incomplete Grade--Memorandum of Understanding form.
- 7) Once an IN has been changed to another grade it may not be changed, in the future, to a different grade without approval of the Provost.
- 8) A grade of IN is calculated as an F (for undergraduate students) until it is changed.
- 9) Documentation of class work must be maintained by the student; the Incomplete Grade-Memorandum of Understanding form must be maintained by the student, faculty and the Office of the Registrar. For faculty members who submit the IN Grade forms to the Office of the Registrar prior to course grades being rolled to academic history, the IN will be reflected on the electronic grade roster; faculty will be unable to change that grade on the electronic grade roster.
- 10) Faculty members should NOT enter a grade on the electronic course roster for those students who are to be assigned the IN grade but leave the grade blank. The system will automatically convert blanks to NR. Once the IN Grade form is received by the Office of the Registrar, that office will convert the NR to the IN grade.
- 11) It is the responsibility of the faculty member to send a copy of the Incomplete Grade—Memorandum of Understanding form to the Office of the Registrar.
- 12) When the student has completed the outstanding work, it is the responsibility of the faculty member to initiate the change of grade form and send it to the appropriate department/dean's office for additional signatures and transmittal to the Office of the Registrar.