

MEMORANDUM

TO: Deans & Faculty

FROM: Kathy Simmons, University Registrar

DATE: May 5, 2009

SUBJ: Final Grade procedures for Spring 2009

All instructors are **required** to post their grades using the web site WWW.LUNET.EDU (click on faculty & staff). Scroll to the bottom of the page and click **Input Mid-Term/Final Grades**.

- **The web site becomes available starting at 5:00 p.m. on May 8, 2009. The web site will close at 5:00 p.m. on May 20, 2009**
- ❖ The only grades that faculty should enter are **A, B, C, D F, P or NP**.
Reporting of NP grades is for zero level courses. Reporting of P grades is intended for seminars or zero level courses.
- ✚ **“N” No Grade No grade points.** PLEASE remember to submit your grade change forms to change your “N” grades for **Fall 2008 semester**. An "N" grade may be used to indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The "N" grade is GPA neutral.
- ✚ **I Incomplete No grade points.** An incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. (It is not a substitute for "F" and no student may be failing at the time an "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. "I" grades not changed by the instructor to a credit-bearing grade or an "F" within one year will remain as a permanent "I" and not contribute to the student's GPA.)

IMPORTANT NOTE: This is also the time you can complete “**AW**” grades.

Administrative Withdrawal Form (AW grade). Administrative Withdrawal indicates that a student has been "involuntarily" withdrawn by the institution during the designated semester for **disciplinary, financial reasons or inadequate attendance**. Such institutional penalties follow institutional procedures. Administrative withdrawals are GPA neutral. Attached, please find an Administrative Withdrawal form you may complete and submit to Registrar's office.

cc: Dr. Clyde Montgomery