1) I have a student on my class list but I have never seen the student nor has s/he submitted an assignment. What grading choices do I have?

University policy requires that students who do not attend courses in which they have enrolled and from which they have not withdrawn to receive a final grade. In most cases this will be a 0.0 or a U, depending on whether your section is graded numerically or satisfactory/unsatisfactory. You will be required to enter a last date of attendance. Be sure to enter the first day of class (e.g. 01/06/2014).

2) What happens if I do not submit my grades on-time?

If your grades are not submitted by the deadline, your students will be assigned R grades by the Registrar. This will require you to submit individual grade change forms for each student in your class. Grade changes from R to another valid final grade require Committee on Instruction approval at the Dean’s level.

3) May I assign an Incomplete grade to a student who needs to sit in my class in a future semester? No.

If the student needs to sit through the course again, s/he must register and pay for it again.

4) A student I know from a prior class never showed up this semester or showed up and then stopped attending. S/he has always been reliable before. Should I assign an Incomplete grade?

No. Incomplete grades should only be assigned to students who request them. If the student has had a medical or other emergency you can refer them to the Office of the Registrar for assistance with the request for exception process. Please note that students must document their medical or other reasons for requesting an exception. More information is available at https://www.oakland.edu/registrar/top-links/forms/

5) A student I have not seen since the first week of classes has asked me for an Incomplete grade. Is this okay?

No. Incomplete grades may be requested by students only after the last day to withdraw for a W grade. The Winter 2014 date is March 17. Students who do not attend and do not officially withdraw should be assigned whatever grade was earned during the period they did attend.

6) I am trying to assign a P grade but I am getting an error message.

You may only assign grades valid in the grade mode for your section. Most courses have one of the following:

- M Numeric including Progress
- N Numeric excluding Progress
- O Satisfactory/Unsatisfactory including Progress
- P Satisfactory/Unsatisfactory excluding Progress
- A Audit (auto-graded by the system to Z)

If you are not sure of the grade mode for your class, please check with your departmental secretary.