

Temporary Grades -- For Undergraduate Courses only

› **What are they?**

Temporary grades are given at the discretion of the instructor when the student has not properly completed the requirement(s) of a course (i.e. major assignments or exams). If students are missing an extensive amount of work, it may be best to recommend they withdraw or retake the course, if it is passed the drop deadline.

› **What grades can be issued as temporary grades?**

TB+, TB, TC+, TC, TD, TF, and TZ are used for all incomplete and temporary grades. The letter grade following the T represents the grade the instructor would assign if the outstanding work were to remain incomplete, except for the TZ grade. Under no circumstance should the permanent grade be lower than the temporary grade.

› **What is the meaning of the TZ grade?**

The TZ grade should only be assigned when a student is unable to finish the work due to a verifiable emergency situation. Please note there is no immediate effect of the TZ grade on the student's gpa; however, if the grade is not resolved, the TZ will convert to an F and the gpa will be recalculated.

› **When is the deadline to submit a permanent grade?**

Fall term T grades should be completed by May 1. Spring and summer T grades should be completed by December 1.

› **When is the student's deadline to submit the missing assignment(s)?**

- › The student and faculty member should reach an agreement *before* the T grade is issued, if possible, to determine when the missing work should be submitted and the grade changed.

If the T grade is submitted without the student's knowledge, it is the student's responsibility to contact the faculty member for an interpretation of the T grade and to establish a timetable for the completion of course work; however, the faculty member should consider contacting the student to inform them of the T grade.

› **What happens if a permanent grade is not submitted by the Registrar's deadline?**

The temporary grade will convert to the assigned letter grade (i.e. TC >> C)

› **What happens if a student does not submit any of the missing assignments by agreed deadline?**

The faculty member can determine if more time will be given or submit final grade as is or wait for the system to convert the T grade at the end of term.

- The option to wait for the system to convert the T grade is only viable if the grade is not in a course that is a prerequisite to the major program of interest (i.e. statistics) or a prerequisite to an upper-level course they need to graduate (i.e. Research Methods or Leadership Seminar). If the T grade is in one of those course types, the T grade should be finalized as soon as possible.