

## Examinations

Faculty determine types of examinations to be given in the class. An exam schedule should be part of the course syllabus and should be given to students the first class period. The individual instructor decides whether students will be permitted to take make up or special exams. Instructors are cautioned against setting policies or procedures that do not retain flexibility to allow for unusual situations.

During pre-finals week, all normal activities will continue; however, no assignment, test or examination accounting for more than five percent of the course grade may be given. This excludes make-up and laboratory examinations, out of class assignments (or projects) made prior to pre-finals week and independent study courses ([OSU Policies & Procedures Letter, 2-0210](#)). Oklahoma State Regents for Higher Education policy (3.19.3), states, *“those institutions which reserve the final week of the semester as a testing period shall ensure that all classes meet during the testing period.”*

Final exams are to be given at the designated time during [final exam week](#). Final exams for evening, Saturday, or Sunday classes will be administered during the final class meeting. Any deviation requires written permission of the division head. If a student has three or more final examinations on one day, requests may be made to the division head of the student's major to reschedule one of these examinations.

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## Grade Book

Faculty members should maintain a grade book that includes the results of student examinations, projects, presentations and other items that determine the final grade. Faculty members should maintain copies of syllabi, course policy statements, examinations, and other materials pertinent to their courses. Faculty members who are leaving OSU-Oklahoma City permanently or for an extended time should deposit their grade records and course files with their department head ([OSU Policies and Procedures Letter 2-0214](#)).

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## Grade Policy for Incomplete (I)

The grade of "I" represents incomplete work. It may not be used as a substitute for a failing grade. The request for an "I" grade is initiated by the student and granted to eligible students at the discretion of the instructor.

In order to be considered for an "I" grade, a student must have successfully (grades above passing) completed at least 70 percent of the course work and be unable to finish for reasons beyond his or her control. To award a grade of "I," the student and the instructor must complete an Incomplete Grade Contract. The Contract sets the conditions for the satisfactory completion of the coursework and is submitted by the instructor to the Office of Registrar and Records.

## Grade Removal of Incomplete (I)

It is the responsibility of the instructor to report the removal of the incomplete grade to the Office of Registrar and Records on the appropriate form. Students who receive an "I" grade in courses of non-continuing nature have the responsibility for satisfying the requirements stipulated by the "I" grade agreement at the time of the assignment of the "I" grade. The normal period allowed a student for removing an incomplete grade is one year unless a shorter time is stipulated in the Contract.

When faculty report the grade of "I" to the Registrar for courses of non-continuing nature, the instructor shall be required to submit the original Incomplete Grade Contract along with the official grade change form, which is filed with the Office of Registrar and Records at the end of the semester. The Incomplete Grade Contract will set the conditions including the appropriate time limits for removing the "I". A condition that the student must repeat the course or stipulate class attendance in a subsequent semester in order to remove the "I" is not permitted.

If the terms of the Incomplete Grade Contract are not completed when the time expires, the grade of "I" on the student's transcript will be changed permanently to the default grade on the contract. The default grade is the grade the student would earn if he or she completed no additional points in the class.

**Example:** Default grade = 
$$\frac{\text{(points/percentage already earned + zero additional points/percentage)}}{\text{(total points/percentage available)}}$$

## Grade Submission Deadlines

If a course ends before the end of the full term, the grades for this course must be posted within five calendar days of the end of the course. All classes that end the last week of the term must have grades posted by 5:00 pm on Monday of the following week or as otherwise directed.

## Grade Reports

At the end of each semester/session faculty will be able to access grade entry in their my.okstate.edu portal (see below). An e-mail from the Registrar will be sent each semester notifying faculty of the exact date and time grades are due. If grades are not entered in a timely manner, the instructor will be required to complete a grade change form for each student. Instructors should not tell students to contact the Office of Registrar and Records, the department head, or the department secretary for grades.

### Instructor Final Grade Entry

- Log into your my.okstate.edu portal. Make sure that the 'Go To' in the upper right corner is on OSU-OKC. Next, select Self-Service.
- Once in Self-Service, select your Faculty Services Tab and select Final Grades, which is about halfway down the menu.
- You will select the current term. A dropdown of sections you are assigned will appear; select the section ready for grading.
- A roster of your students will appear. In the Grade column, you will have dropdowns next to each student to select a grade. Hit submit when you are finished.

### Final Grade Entry Tips and Tricks

- Incomplete grades must have the Last Day of Attendance (LDA) entered and an incomplete contract on file with the Office of Registrar and Records.
- Students who earn an "F" and have never attended class must have an LSA on the first day of the term AND zero (0) "Attend Hours."
- Students who attend and earn an "F" must have an LDA entered as the last day they attended/participated in class.

## Grades

Grades are assigned by faculty based on the work completed by the student and according to the grading procedures given to the student during the first class meeting. Grades are to be assigned as follows:

GRADE		QUALITY OF WORK	GRADE POINT FOR SEMESTER HOUR
A		Excellent	4
AH	(Honors Credit)	Excellent	4
B		Above Average	3
BH	(Honors Credit)	Above Average	3
C		Average	2

D	Below Average	1
F	Failure	0

**OTHER SYMBOLS**

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<b>GRADE</b>	<b>EXPLANATION</b>
W	Withdrawn
I	Incomplete
AU	Audit
AW	Administrative Withdrawal
S-U	Satisfactory/Unsatisfactory
P-NP	Pass/Not Pass
P-F	Pass/Fail
N	Grade Not Submitted

Further information can be found in the Oklahoma State Regents for Higher Education Policy, 3.12 at <https://www.okhighered.org/state-system/policy-procedures/part3.shtml>.

**Correcting Grade Reported in Error**

An instructor who reports an incorrect grade may request the Registrar to correct the grade. The request must be in writing on a Grade Change Form

and must have a recommendation from both the dean and Vice President for Academic Affairs. The grade reported incorrectly will be removed from the transcript record with the new grade recorded in its place. In no case will the registrar lower a grade after the student has graduated. Official forms are numbered and tracked and can be checked out at the Records window, Student Center, first floor.

## Grade Appeal

A Grade Appeal is designed to give students the right to appeal the final grade awarded in a class. The bases for a grade appeal involve cases in which a student alleges that the instructor either: 1) did not follow the campus policies and procedures; 2) did not follow their published syllabus, 3) refused to correct an error in calculating a student's grade; or 4) was inconsistent in the application of college policies, procedures, or the instructor's guidelines.

If a student believes that the instructor has erroneously assessed his/her final grade, the student may file an appeal with the Academic Appeals Committee, after first visiting with the instructor, the appropriate department head, and the dean. The deadline for submitting the completed form is four (4) months after the date the grade was assigned, or six (6) weeks after student begins a new semester, whichever comes first. Grade Appeal Forms may be obtained from the Office of the Vice President for Academic [Affairs](#).

The Academic Appeals Committee will communicate its decision in writing to the student, the instructor, and the division head of the area. When the committee votes to alter a grade, the decision is sent to the Registrar for correction of the grade on the student's transcript record. The original grade is removed from the transcript record and the new grade is recorded.

## Enrollment Appeal

A Student Enrollment Appeal is meant to deal with situations when a student is unable to withdraw from a class prior to the State Regents' deadline due to circumstances beyond the student's control. A student may file an Enrollment Appeal Petition with the Registrar. The deadline for submission of an Enrollment Appeal Petition is six months after the date the grade was assigned or fees were assessed. Forms for this purpose are available on the OSU-Oklahoma City website <http://www.osuokc.edu/appeal/appealform> or in the Office of Registrar and Records.

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## Retaking Courses

A student who elects to retake a course must enroll in the course and pay full fees for the course. For eligibility for financial aid, a student's GPA will be calculated based on all hours attempted since matriculation to college level work.