



Name of Policy: Grading Policy

Responsible Department: Registrar

Responsible Administrator: Vice President of Academic Affairs

Effective Date: August 9, 2019

Review/Updated Date: September 2021

Grade Submission

Faculty must post student grades via the web using the ElmsConnect system, which is the official student information system utilized by Elms College. For continuing students, grades are due one week after each term or session ends. For graduating students, grades are due the Monday after the term or session ends.

Incomplete Grades

Under certain circumstances, an instructor may award the grade "Incomplete" (I) to a student at either the graduate or undergraduate level who has been unable to complete course requirements because of illness or other reasonable causes. The definition of reasonable causes is left to the discretion of the instructor, but it is understood that an Incomplete grade should be infrequently and judiciously given. Instructors may request appropriate documentation of the student's extenuating circumstances.

Incomplete grades may be assigned only if the student's prior performance and class attendance in the course have been satisfactory. Any failure to complete the work of a course that is not satisfactorily explained to the instructor before the date when grades must be submitted will be graded F (Failure). If acceptable reasons are later presented to the instructor, the instructor may initiate a grade change to Incomplete.

To assign an Incomplete grade, an instructor must submit an Incomplete Grade Contract (either via PDF form or via email). The contract must be signed by the student and instructor (or include both in the email submission), and must outline the coursework to be completed and the due date for that coursework. The Registrar will enter the incomplete grade on behalf of the instructor.

Students must complete their coursework within the prescribed time period set by the instructor, but no later than the midpoint of the immediate following term, regardless of the course or

student type. This includes the summer term. Requests to extend an incomplete grade deadline to the end of the immediate following term need to be approved by petition to the Vice President of Academic Affairs.

Upon the completion of the work, the instructor will award the student a letter grade by emailing the Registrar's Office, using Virtru encryption. An Incomplete grade that has not been resolved within the prescribed time period will automatically be changed to a grade of "IF" (Incomplete-Failure) by the Registrar.

Grade Changes

A change in an assigned grade can be made by the instructor of the course up to one month following the issuance of grades by the Registrar's Office. All grade changes past the one month deadline must be requested by the instructor and approved by the appropriate Dean. A student who, after consultation with the instructor, wishes to challenge a grade on a transcript or grade report, should follow the procedures outlined in the Student Handbook; specifically, "Student Grievance Policy for Academic Matters."

Outstanding Grades

The Registrar's Office will monitor missing and incomplete grades at the end of each semester, as well as on a monthly basis for previous semesters, and provide reports of outstanding grades to the Vice President of Academic Affairs and academic deans.