

TO: Concurrent Teacher
FROM: Brenda Kava, M State Associate Registrar
SUBJECT: Final Grade Sheets

1. Record final grades on the attached class lists to the right of the student's name.

**Please note there is a "CC" in the grade column of the class list as a temporary place holder for reporting purposes. Once the official grades are entered, the CC will be removed and replaced with the official grade.*

2. Use the following grades: (**NO plus or minus grades**)

A
B
C
D
F

The mark of "I" (incomplete) is assigned only in exceptional circumstances and is a temporary grade. It will be given to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An "I" automatically becomes an "F" grade at the end of the next semester if requirements have not been satisfactorily met. *Instructors have the option of setting an earlier completion date for the student.

3. Date and **SIGN EACH** sheet in the space provided (upper left hand corner).

4. **ALL** grades must be handed in on time. This deadline is imperative as it affects our ability to run our mandatory *satisfactory/unsatisfactory progress reports*. For those students that you cannot yet assign a grade, please use an "I" as a placeholder. The "I" can be later revised. (See above - #2).

5. Mail or fax your completed grade sheets to:

M State
1414 College Way
Fergus Falls, MN 56537
Attn: Brenda Kava
Fax: 218-736-1510

