

Grading Guide

Participant Credit Type	Grading Options	Description	Registration Status
Graduate Credit	A	Based on instructor identified grading scale	Completed
	B	Based on instructor identified grading scale	Completed
	C	Based on instructor identified grading scale	Completed
	D	Based on instructor identified grading scale	Completed
	F	Based on instructor identified grading scale	Incomplete
	I	Participant has not completed all of the necessary requirements to receive a final grade. Incomplete course status must be converted by the end of the semester following the course end date. If the requirements are not completed, the grade will convert per the grad partner's policy.	Incomplete if involves any unfulfilled class time or missing assignments
Licensure Renewal	P	Based on instructor identified pass/fail criteria	Completed
	F	Based on instructor identified pass/fail criteria	Incomplete
	I	Participant has not completed all of the necessary requirements to receive a final grade. Incomplete course status must be converted by the end of the semester following the course end date. If the requirements are not completed, the grade will convert to F.	Incomplete if involves any unfulfilled class time or missing assignments
Substitute Authorization	P	Based on instructor identified pass/fail criteria	Completed
	F	Based on instructor identified pass/fail criteria	Incomplete
	I	Participant has not completed all of the necessary requirements to receive a final grade. Incomplete course status must be converted by the end of the semester following the course end date. If the requirements are not completed, the grade will convert to F.	Incomplete if involves any unfulfilled class time or missing assignments
Paraeducator Certification	P	Based on instructor identified pass/fail criteria	Completed
	F	Based on instructor identified pass/fail criteria	Incomplete
	I	Participant has not completed all of the necessary requirements to receive a final grade. Incomplete course status must be converted by the end of the semester following the course end date. If the requirements are not completed, the grade will convert to F.	Incomplete if involves any unfulfilled class time or missing assignments
No Credit	N	Participant Only - no grade necessary or appropriate.	Completed or Incomplete if involves any unfulfilled class time or missing assignments

Registration Status (Use either **Completed** or **Incomplete**)

Registration Status	Outcome
Completed	Participant is issued a Transcript and a Certificate of Completion.
Incomplete	Participant is not issued a Transcript or a Certificate of Completion. The course does not show on the participant's Learning Opportunity list.

Requested Withdrawal or Remove from Roster	Instructors <u>should not</u> remove a participant from the roster because this may impact the participant's refund. Please have the participant contact the AEA offering the course to withdraw.
---	---

Note: Be sure to **lock** the roster after grades and registration statuses have been assigned. Otherwise, you will receive an email from the system indicating that the course has not been closed.