

POLICIES AND PROCEDURES

Disposition of Conflicting
Subject: Course Grade Reports Reference: B-XIV-a
Source: Vice President, Instruction Eff. Date: February 9, 2001
Approval Auth.: President Approved: _____
Remarks: Replaces previous policy dated September 1, 1975.
Date: February 9, 2001

In the event that conflicting grade reports for any given course should be submitted to the registrar within a given semester due to concurrent course enrollment and credit by examination, only one entry shall be made on the student's transcript as follows:

1. In cases of credit by examination (CR) coupled with failure to establish credit through regular course work (W or F), the transcript will show a single course entry a (CR) the operative grade for purposes of establishing credit and determining the student's grade point average.
2. In cases of credit by examination (CR) coupled with successful completion of the course through regular course work (A, B, C, D), the transcript will show a single entry with a grade selected by the student from these two alternatives. In such cases, the student should be presented the alternatives in writing, and a signed statement of selection should be obtained from the student and retained as part of the record.