



**Responsible:** Office of School Performance

## **PURPOSE**

This administrative procedure shall describe and define protocols related to appeals of incomplete grades.

## **PROCEDURE**

1. An incomplete may be assigned at the semester for those students who fail to complete course requirements because of extenuating circumstances, including but not limited to absence and illness. Incompletes for all must be made up within three weeks after the beginning of the next semester or the incomplete must be changed to an "F" and no credit is awarded. It is the student's responsibility to make contact with the teacher to arrange to complete the necessary work.
2. A student who wishes to appeal a grade must do so within a designated time period, after which time a grade/credit becomes final. Teachers who wish to change a grade may do so with a grade change form or email within the designated time period (3 weeks for all courses). Appeals must first be made to the teacher who assigns the grade and then may be made to the administrator.
3. Administrators may not change a grade assigned by the teacher of record.
  - a. Appeals for fall semester grade changes may be made for three weeks after report cards are issued in January.
  - b. Appeals for spring semester grade changes may be made through the third week of the fall semester following the June in which report cards were issued. After the designated appeal period, no grade changes will be made (see Administrative Procedure Academic Grading Policy).

## **DESIRED OUTCOMES**

1. This Administrative Procedure outlines a consistent and equitable grading process throughout the District for all students.

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) Chapter 392, Pupils, and specifically:
  - a. NRS 392.025, Grade given to pupil by teacher: Restriction on change by board of trustees.

**REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed bi-annually in even years.

**REVISION HISTORY**

Date	Revision	Modification
07/2009	1.0	Adopted as an Accepted Practice
2/2012	2.0	Revised:
8/2013	3.0	Revised:
1/09/2014	4.0	Revised: converted to Administrative Procedure