



Administrative Procedure 5504 GRADING: INCOMPLETES / APPEALS

Responsible: Department of Student Accounting

PURPOSE

This administrative procedure establishes the procedures for appeals of incomplete grades in the Washoe County School District ("District" or "WCSD").

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 courses must be made up within () three (3) weeks after the beginning of the next semester. If a final exam is not made up within three weeks, the exam score will be converted to a zero. For all other cases, the incomplete must be changed to an "F" after three (3) weeks and no credit is awarded. A principal can approve an extension, not to exceed six (6) weeks. Any additional time after six (6) weeks must be approved by the Department of Student Accounting. 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).

LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns to the governing documents of the District.
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.

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
1/22/2020	5.0	Revised: extends make up period from 3 to 6 weeks
7/17/2024	6.0	Revised: Reverts make up period from 6 to 3 weeks with site approval for up to 6 weeks if principal deems necessary