



Responsible: Department of Student Accounting

PURPOSE

This administrative procedure describes the appropriate issuance of the grade of “no mark” (“NM”) in the Washoe County School District (“District” or “WCSD”).

PROCEDURE

1. The grade of NM may be used in the following instances:
 - a. A student has withdrawn prior to the end of the term; or
 - b. The student enters prior to the last 14 days of a course in Elementary and Middle School.
2. Do not use NM for:
 - a. Extending the time a student has to finish a course. Any student who has not finished a course by the end of the grading period, must be given an Incomplete (INC) and then be given three weeks into the following semester. If that course is not completed by that time, the student must receive an F.
 - b. Audit course, the grade is AU.
 - c. Students who have missed the 90% attendance requirement and still want to attend a course. These students need to be under appeal or they must receive an F.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure complies with the District’s strategic plan and aligns/complies with the governing documents of the District, to include:
 - a. Administrative Procedure 6313 – Taking Class for Audit

REVIEW AND REPORTING

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

REVISION HISTORY

| Date | Revision | Modification |
|-----------|----------|--------------|
| 3/26/2018 | 1.0 | Adopted |