
OFFICE OF THE REGISTRAR

NEWS & UPDATES

November 2010

Fall 2010 Grade Reminder

Fall 2010 grades are due by Noon on Wednesday, December 22. This is due to a change in the 2010 holiday schedule that includes December 24 as a holiday.

The change in the grade deadline will allow time to complete end of the semester grade processing, including mailing of grades and academic action letters to students before holiday break.

Grades are to be submitted online through Web for Faculty. Instructions on online grading will be sent via mail in December.

Incomplete Grades

Incomplete grades are given by instructors when conditions and circumstances warrant and when evidence is presented to justify it being given. It indicates the work of a student is incomplete and the final grade is being withheld until the student fulfills all the requirements for the course by the end of the following semester.

When advising, please remind the student that they should not re-register for a class that has already been assigned an "I" grade. Students should work with the instructor to complete the work. Incompletes are NOT removed by repeating the course.

Date Reminder

On Tuesday, November 23, Friday classes will meet in the place of Tuesday classes due to the Thanksgiving break.

University Withdrawals

Friday, December 10, is the last day students can withdraw from all of their classes and they must notify the Registrar's Office directly in writing. Students are NOT permitted to withdraw from classes during finals week. The newly revised University Withdrawal PDF fill-in form is available in our office and on the website at <http://www.clarion.edu/27449/>.

If a student notifies you that they plan on withdrawing from the semester, please advise them to withdraw in writing through the Office of the Registrar.

FERPA Tutorial

A FERPA Tutorial has been created and is now available online on the Registrar's page under "Faculty Resources." It can be accessed directly at <http://www.clarion.edu/6913/>.

Repeat Policy

The repeat policy is one of the five academic policy changes that were implemented by PASSHE effective for the Fall 2009 semester.

Under this new policy, undergraduate students are limited to a maximum total of six repeats through their undergraduate career. Within the six repeat rule, repeats of a single course for grade improvement will be limited to three. Post Baccalaureate students will follow the same policy as Undergraduate students.

Graduate students can repeat a single course only once. Graduate students are also limited to a maximum of two repeats across their program.

More information regarding the repeat policy and the other PASSHE policies can be found on the Registrar's page under "Policies."

DATES TO REMEMBER

<i>Nov 23</i>	Friday Classes Meet in Place of Tuesday Classes
<i>Dec 10</i>	Last Day to Withdraw From ALL Classes
<i>Dec 13- Dec 17</i>	Final Examinations
<i>Dec 18</i>	Winter Commencement 2 p.m.
<i>Dec 20</i>	Winter Intersession Begins
<i>Dec 22</i>	Fall Semester Grades Due By Noon