



## ADMINISTRATIVE PROCEDURE

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**TITLE: "E" or "Extended" Grades**

**ADMINISTRATIVE PROCEDURE # 4233**

**RELATED TO POLICY # 711 GRADING SYSTEM**

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1. An "E" (extended) grade represents a temporary grade assigned for a course that does not fall within the normal academic deadlines of any given term (e.g., internships, student teaching, tours, field trips, etc.).
2. An E grade is not a substitute for a failing grade. An E grade should not be granted for a student failing a class or that needs additional time to submit make-up work in order to improve a grade.
3. E grades can only be assigned by the Registration and Records Office for courses that meet the conditions in #1 above.
4. E grades do not impact a student's GPA but may impact satisfactory academic standing in that the credits for the course are counted as attempted but not yet earned. Therefore, instructors over courses for which E grades are assigned are encouraged to submit their final grades as soon as the coursework is completed, typically within 7 days of course completion.
5. An E grade must be converted to a regular letter grade (A, B, C, D, or F) within one month after the scheduled completion date of the course.

**RESPONSIBILITY:**

The Chief Academic Officer is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION:** 3/1996 by Board; 1/22/2019 by CC

**DATE(S) OF PRIOR REVIEW:**