

To: All ACES faculty teaching undergraduate courses  
From: Laurie Kramer, Associate Dean, Academic Programs  
RE: End of term grade submission  
Date: 5/8/2009

As a reminder, final grades for the Spring, 2009 term are due at **12 noon on Friday, May 22**. Each semester, the Office of Academic Programs fields questions regarding the appropriate grade to assign to undergraduate students who have not completed the coursework.

- In most cases, undergraduates should *not* be assigned a temporarily deferred grade (“DFR”). In the undergraduate population, the DFR grade is to be used only in satisfaction of the requirements for graduation with honors, and in other *approved* courses that extend over more than one semester (Source: *Student Code*, [http://www.admin.uiuc.edu/policy/code/article\\_3/a3\\_3-104.html](http://www.admin.uiuc.edu/policy/code/article_3/a3_3-104.html)).
- Students absent from the final exam/who do not submit a final paper or project *without* an approved excuse should be assigned an “ABS.” An ABS counts as a failure in the GPA. If a student is absent from a final examination, and it is clear that taking that examination could not have resulted in a passing grade for the course, a grade of F may be given instead of ABS.
- Students absent from the final exam/who do not submit a final paper or project whose cases merit consideration for approval of the excuse may be eligible for an Incomplete (“I”) grade. Incompletes allow the student an extension outside the finals week period to complete the final. *Only the dean of the student’s College may authorize an Incomplete* (Source: *Student Code*, [http://www.admin.uiuc.edu/policy/code/article\\_3/a3\\_3-102.html](http://www.admin.uiuc.edu/policy/code/article_3/a3_3-102.html)).

The attached document provides details on the College of ACES’ policy on Incomplete grades. Please review this attachment and contact the Office of Academic Programs with any questions.

Thank you for your assistance in ensuring our undergraduate students are receiving the appropriate grades.

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