

0.0 Unacceptable performance (no credit for the course)  
P (2.0 or above) Meets minimum passing standard  
N (Below 2.0) Does not meet minimum passing standard (no credit and non-punitive: not computed in grade point average)

If a student fails to report for a final examination, he or she should receive a grade of 0.0 for that examination when you compute the final grade.

#### INCOMPLETE GRADES

\* An incomplete grade, or - I, should be given only in the case of extreme emergency. To receive an incomplete grade, a student must receive permission of the instructor of the course; must file a form (available in the Enrollment Center or on-line at the above web address) stating the reasons for the request, the work required to complete the course, the plan and date for completing the work, and comments from the instructor; and must return the form to the Registrar's Office by the time grades are due for the term (May 11, 2007).

\* The necessary work must be completed in enough time to allow evaluation of the work by the instructor and filing of a grade before the final day of the following Semester.

\* If the work is not completed by that date, the grade for the course becomes a 0.0.

#### DIRECTED STUDY, INDEPENDENT STUDY, OR INTERNSHIP

\* If a Directed Study, Independent Study, or Internship is to be extended over a second term, indicate this by a grade of - X. Please remind students receiving an - X - that they are expected to continue communication and demonstrate satisfactory progress with their instructor in order to receive a credit and grade at the end of that term. They must complete the study within one year of their initial registration; after that, a new registration is necessary.

\* An - X - grade can only be used for a Directed Study, Independent Study, and Internship unless prior arrangements have been made with the Registrar's Office.

#### AUDIT

Please inform the Registrar's Office via email if expectations not met for a student auditing your class. A - V - (audit) is listed on the grade entry screen. If expectations have been met, the course will be listed on the student's record as having been audited. If expectations have not been met, the course will be listed with a grade of - W (withdrawn).

#### VERY IMPORTANT

Grade are due in the Office of the Registrar no later than May 11, 2007. To comply with Federal Student Aid Regulations: If you have a student that stopped attending your class and you have assigned a grade of 0.0 or - N, please enter the date they last attended your class. Thank You.

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#### **Subject: Tutors Needed for May** **Submitter: Joanna Flaten, Student**

**Message:** Trinity's Tutoring Program is in desperate need of tutors for the month of May and first week or two of school (Monday-Friday, 3:00-5:30). Public schools continue to be in session (and students preparing for finals have lots of homework) but with classes over already at Augsburg, and this week at the U, there are few tutors left. You don't need any previous experience or skills! If you can read English then you are fully qualified! It's a great way to get to know people in our community, work with some awesome students, and give back to our neighborhood. If you have any questions please contact Joanna at: [flaten@augsborg.edu](mailto:flaten@augsborg.edu) or 509-430-9120.

Trinity is located above St. Martin's Table on the corner of Riverside and 19th (right across from the Co-Op and only two blocks from campus). Monday-Friday 3:00-5:30.

#### **Subject: Retirement Party for Robert Herforth - Wednesday** **Submitter: Heather J Hultquist, Secretary, Natural Sciences and Math, Political Science**

**Message:** After 40 years of teaching Biology at Augsburg, Professor Robert Herforth is retiring!

Please join us in celebration of Robert's career.

When: Wednesday, May 9, 2007 from 3:30 p.m. - 5:00 p.m.  
Where: Minneapolis Room

Refreshments will be served.

#### **Subject: Christensen Center presentation - May 9** **Submitter: Ann L Garvey, Vice President of Student Affairs, Student Affairs**

**Message:** The Christensen Center Task Force invites any and all interested in the learning about the concept plan and future look for the building to attend our presentation on Wednesday, May 9, 2 pm in the Century Room.

Questions? Contact any of the Christensen Center Task Force members: Ramon Knox, Ann Garvey, Ricky Oudekerk, Sarah Black, David Draus, Adam Assefa, Wendi Wheeler.

#### **Subject: Workstation Reconciliation in the Auggie's Nest** **Submitter: Will O'Berry, Assistant Director, Campus Activities/GLBTQA Advisor, Campus Activities and Orientation**