**Grading Policy**

The grading scale for each course will be posted within the syllabus of each course. Students are encouraged to review the syllabus for each course individually to verify the grade scale. At the end of each trimester, instructors submit letter grades to indicate the quality of students’ work in a course. For each trimester of graded work, students earn quality points as follows:

- **A**: Excellent - 4 quality points
- **B**: Above Average - 3 quality points
- **C**: Average - 2 quality points
- **D**: Below Average – 1 quality point
- **F**: Failure – 0 quality points
- **I**: Incomplete - 0 quality points
- **P**: Pass – 0 quality points
- **W**: Course dropped in the second week of the trimester – 0 quality points
- **WP**: Withdrew Passing – 0 quality points
- **WF**: Withdrew Failing – 0 quality points

**Incompletes**

All of the following criteria must be met in order for a student to receive an incomplete:

- Class (and university) attendance requirements must have been met;
- 80% of the required work for the class must have been done;
- The student must be passing the class at the time the incomplete is granted;
- The student must request the incomplete on the WCU incomplete request form prior to the time at which faculty must submit grades;
- The student must have provided appropriate documentation regarding the reason for requesting the incomplete (e. g., accident reports, medical records, etc.)
- The Academic Dean must have determined that unavoidable circumstances have prevented the student from completing the course on schedule.

If any one of the above conditions is not met, a student cannot receive an incomplete for the course.

**TK20 Assignments**

The purchase and activation of a TK20 account is a requirement for any student taking Education courses at William Carey University. Uploading one or more assignments in this course is a requirement of this Education course. The neglect to upload the required assignment to your TK20 by the specified deadline will result in receiving an “I” (incomplete) or a grade of an “F” for this course at your instructors’ discretion. If they choose to give you an “I”, you will then have one term to complete the upload to receive a reduced grade, preventing the “I” from turning to an “F” automatically. If you have questions about what TK20 is or how to purchase your account, contact your TK20 Administrator at tk20@wmcarey.edu.