



AUBURN  
UNIVERSITY

OFFICE OF THE REGISTRAR  
M E M O R A N D U M

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**TO:** DR. CONSTANCE RELIHAN, ASSOCIATE PROVOST FOR  
UNDERGRADUATE STUDIES

**FROM:** LAURA ANN FOREST, UNIVERSITY REGISTRAR

**SUBJECT:** PUNITIVE ASSIGNMENT TO NR AND IN GRADES

**DATE:** 11/19/2024

**CC:** DR. J. EMMETT WINN

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Background and Current process:

Currently instructors submit grades within seventy-six hours after the last final each term. Delays in grade submission are processed and any unreported grades “roll” and are assigned an NR (not reported). Appropriate paperwork is required and generated by instructors after the grade submission deadline to change the NR to a standardized grade of A through F and S or U. In the event that the student has not completed all coursework the instructor may issue an IN (incomplete). Both of these grades, NR and IN carry a punitive allowance of an F and effect the student’s GPA (grade point average) until resolved.

Recommendation:

Careful review of assigning NR and IN grades in an effort to weigh the advantages and disadvantages associated with the punitive ramifications has been done. The historical significance of this punitive assignment has been explored and no relevant reasoning has surfaced. I would like to request and recommend that the punitive assignment to IN and NR be removed. There would be no assignment of quality points associated with IN and NR and the Office of the Registrar would monitor all outstanding NRs and INs with routine end of term reports and period reports throughout each semester. The outcome of this change would positively affect students as GPAs would not be influenced or changed.