

**Guidelines on Issuing Grades for Student Teachers  
Who Have Not Passed the APT Test**

Campus-based supervisors should not issue final grades for students who have not passed the appropriate APT test! These students must receive grades of “Incomplete.” The following procedure should be followed when a student has not passed the APT test.

1. Enter a grade of “I” electronically.
2. **DO NOT** submit an I Grade Contract to the Registrar’s Office.
3. **Complete an “Official Change of Grade” form:**
  - ⇒ Complete all information requested on top half of form.
  - ⇒ Indicate grade student has earned (Change Grade from I to \_\_\_\_).
  - NOTE: If there is any other reason student is receiving an “I” grade in addition to not passing the APT test, indicate that in “Reason for Change” and keep a copy for your records.
  - ⇒ Sign and date the form.
  - ⇒ Submit completed form to Office of Teacher Certification, ED 208.

These guidelines are designed to streamline the process of changing a grade when a student passes the APT test. Faculty will not have to be contacted for the change of grade to be submitted. The Office of Teacher Certification will submit the grade change to the Registrar. If you have indicated any additional reason for the “I” grade, the Change of Grade form will be returned to you.

Effective: Spring 2009