

Communications Department T-Grade Policy

Use of T Grades:

A grade of **T** indicates “course work in progress” and is used only when an internship may extend beyond the semester or term when it was begun. The **T** grade is to be used at the department’s discretion in the following cases:

- When the calendar start and end dates of a student’s internship do not coincide with the start and end dates of a BYU semester or term.
- When a student is participating in an internship that extends across multiple semesters or terms. The student may enroll for the entire number of internship credits during the first semester or term and receive a T grade until the student completes the internship hours and course assignments, at which time the T grade will be changed to a letter grade.
- When, in rare cases, students are not able to complete all the required hours on site for an internship within a given semester or term because the internship provider for some reason does not have enough meaningful work for the student to do for a period of two or three weeks. In such a case, a T grade may be given while the student completes additional work elsewhere to achieve the required hours.

A **T** grade will **NOT** be used as an incomplete. If the student simply does not hand in the required assignments on time, the student’s final grade will reflect the missing assignments. (For students who have legitimate difficulties that prevent them from completing work by the grade deadline, they should work with the professor to obtain an “Incomplete Contract” from the Records Office).

Changing T Grades to Letter Grades:

T grades should be changed to a regular letter grade as soon as the student completes the work. The university has granted individual departments permission to impose their own deadline for changing a **T** to a regular letter grade. **T grades awarded for communications internships must be changed within one semester or term after the grade was awarded. NO EXCEPTIONS.** After the one-semester/term grace period has ended, the student will be awarded a letter grade based on the assignments he or she has submitted. Points will be deducted for non-submission as outlined in the grading rubric.

Examples of T Grade Uses:

1. Jenny registered and started her internship on October 20th and will not complete her hours until mid-February. At the end of Fall semester, she will receive a **T** and will have until the end of Winter semester to submit her assignments and receive a letter grade. On the last day of classes for Winter semester, Jenny will be awarded a grade based upon the assignments she submits (or the lack of).
2. Ben registered and started his internship promptly at the beginning of Spring term. It is a part time internship and will span a 14-week period. Because of the timing of his internship, he will receive a **T** grade in Spring term and will have until the last day of class for Summer term to complete his hours and assignments.
3. Hilary registered for her internship promptly at the beginning of Winter semester. She will be working part time and is expected to finish her internship in 14 weeks. At the end of the semester she is missing two assignments. Hilary will **NOT** receive a **T** grade. She could have reasonably completed the assignments within the given semester and her grade will reflect the missing assignments.