

Completions (C1c.v02)

Reporting Completions

NDCDE teachers are required to complete students in a timely manner following the student's submission of all assignments and the conclusion of all the instructor's grading activity. Instructors shall follow the NDCDE Grading Policy (C1d) when a student has reached his/her course end date and still has incomplete work.

The NDCDE assistant superintendent and director of learning is responsible for providing teachers with instructions on completing students and working with the IT Department to provide teachers with a system for helping identify students who are close to completing.

Availability & Dissemination of Completion Certificate

Once a completion is reported, the student, learning coach, and parent can access it in the NDCDE student information system for 180 days. After this time, a completion certificate may be requested by a student, parent, or school by contacting NDCDE. The student, parent, or learning coach is responsible for downloading the completion certificate and providing it to the student's school, if applicable, for purposes of receiving credit for taking the NDCDE course.

Content of the Completion Certificate

NDCDE completion certificates list the final overall percentage and letter grade that the student earned based on the NDCDE grading scale. If the student attends a school, it is up to the school, per its policy, to determine whether to use the percentage or letter grade when accepting the course from NDCDE.

End of policy

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Policy Referenced:

[Grading, C1](#)