



Lake Superior State University
COURSE SYLLABUS ADDENDUM
Important - Please Read - Do Not Discard

It is each student's responsibility to read all course materials, including course syllabus and addendum, and to know and understand the course requirements, exam score minimum requirements, and deadlines. Students enrolled in VESi courses are required to check their email for any communications regarding the course until their final grade is posted with the college or university. Once your course materials are received by VESi and have been reviewed, the **GRADE IS FINAL**.

Grading Criteria

You must have a minimum score of 80% on your certificate of completion and complete ALL writing assignments to pass this course. The average from your exam scores will be printed on your certificate. However, this is not your final grade since your required writing assignments have not been reviewed. Exceptionally written or poorly written required writing assignments, or violation of the academic integrity policy in the course syllabus, will affect your grade.

No grade will be submitted for partial completion of course assignments, regardless of partial score.

Letter grades will be assigned as follows by VESi, however, you will receive either CR (credit) or NC (no credit) on your LSSU transcript:

90% to 100% A 80% to 89% B Below 80% - No credit

Course Completion Information

You must complete your course within the term enrolled. Grading will take approximately two weeks from the time your materials are received by the instructor, after which we will submit grades to the university weekly. If you have a timeline to meet certain school or state requirements, please keep this time period in mind when planning your course completion dates.

Course Completion Instructions

- | |
|---|
| <ul style="list-style-type: none">● Course Evaluation: Please take a moment to fill out the course evaluation● Online Submit (requires Internet access at the time of submission): Select this command to submit your course materials for final grade. You can only submit the course grade ONE TIME. Be sure that you have completed all requirements and exams.● Print Certificate: You can print a copy of your course certificate for your records. |
|---|

If you have questions that are not course-specific, please refer to the university catalog or contact the university directly to obtain answers to questions about extensions, withdrawals, transcripts, or any other university business.