

## Exempting Grades

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### Overview

Instructors can Exempt students from any grade item in the Grade Center to take into consideration students that transfer to a school, add a course late, drop a course, or require other accommodations. Exempted items are not added into any statistical or total grade calculations.

Existing grades that have been Exempted are not removed but are ignored in all total and statistical calculations. No secondary display value is shown for items that are Exempt.

Exemptions entered for system-generated column are saved as the Override grade. Exemptions entered for manually created columns are saved as the grade for the column when no Override grade exists.

### Exempting a Grade

Students can be Exempted from a grade from the Grade Center page or the Grade Details page. When a grade has been Exempted, it will display an Exempted icon in the cell of the exempted grade. Comments can be added to any exempted grade.

To Exempt a grade from the Grade Center, follow these steps:

1. Move the cursor over the grade to be Exempted and click the Action Link to activate the contextual menu.
2. Click **Exempt Grade**.

To clear the Exemption and return to the previous score, click **Clear Exemption** from the Contextual menu.

To add comments to an Exemption, follow these steps:

1. Move the cursor over the cell with Exempted grade and click the Action Link to activate the contextual menu.
2. Click **Add Comment**.
3. Type in the comments in the **Feedback to User** and **Instructor Notes** text boxes.
4. Click **Submit**.

To exempt a grade from the Grade Detail page, follow these steps:

1. In any Grade Center View, move the cursor in the cell of the grade to be exempted and click the Action Link to activate the contextual menu.
2. Click **Grade Details**.
3. Click **Edit Override** or **Edit Attempt**.
4. Check the **Exempt student from this item** box.
5. Click **Save**.