



*Where Learning  
Is For Life*

# Memorandum

**To:** Faculty and Instructors  
**From:** Colleen Jorgensen  
**Date:** 11/13/06  
**Re:** Giving of AW grades

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If you choose to give a student an AW grade rather than an F grade at the end of the course, use the following procedure.

Submit to Kathy Moore [Kathy.moore@rrcc.edu](mailto:Kathy.moore@rrcc.edu) **by email only**

1. Student name and S#
2. Semester, Course prefix, course number, course section number and CRN
3. Last date student attended class

Kathy will email you an acknowledgement of your request. Please save this email as a record of the AW grade.

Example:

1. John Doe s# 1111111
2. Fall 2006 ENG 121-001 CRN 10033