

# Quick Facts for Faculty

## Registration: Approval & Waitlists

- **Faculty Registration Override:** provide approval for individual students to register for courses.  
<https://www.pdx.edu/registration/faculty-registration-override>
- **Course waitlists:** automated before the term starts, once term begins instructors give students permission to register via Faculty Registration Override.  
<https://www.pdx.edu/registration/understanding-waitlists-faculty>

## Deadlines

- **Academic Calendar:** important term dates and deadlines, including deadlines for registration and grading.  
<https://www.pdx.edu/registration/academic-calendar>

## Grading: I and X Grades

- **Incomplete Grades:** Students who have met *specific criteria* may be assigned incomplete grades at the discretion of the instructor, an incomplete contract must be completed:  
<https://www.pdx.edu/registration/incomplete-grades>
- **X Grades:** When a student has no recorded attendance or participation in a course there is no basis for a grade and they may be assigned an X grade. This is not a substitute for an F, it represents no participation to evaluate.

## Initiation of Attendance

- Instructors are required to record initiation of attendance or participation in academically related activities for each student in every class.  
<https://www.pdx.edu/registration/faculty-guide-initiation-attendance>

## Petitions

Petitions are available to appeal various academic processes including:

- current or past term deadlines
- medical withdrawal
- undergraduate academic dismissal
- degree requirements
- certain graduate requirements
- certain financial aid limitations

<https://www.pdx.edu/registration/petitions>