

Memorandum of Administrative Policy Grading Procedures

Area: Academic Affairs

Section: Faculty Curriculum and Instruction

Number: 07.A.07 AP

Class Roster

Class rosters are available via E-services in the Faculty Center. The first day class roster is available on the first day of class. It contains the name of each student officially registered in the class. Students not listed on the roster should be referred to the Office of Academic Records immediately to resolve their schedule discrepancy problem.

The Census Date Class Roster is available after the census date of each semester, generally the 20th class day during the fall and spring semesters and the 4th class day in the summer. The Census Date Class Roster contains the names of all students officially registered in the class for the semester. Only students listed on the Census Date Class Roster will appear on the Grade Roster and will be eligible to receive grades for the class. Any student attending class who is not listed on the roster and who is not auditing the class should be referred directly to the Office of Academic Records. Faculty should indicate if the student is "Present" by checking the box next to each student and submitting the roster electronically by the submission deadline indicated.

Grade Rosters

Grade Rosters constitute the official record of grades reported by instructors for all students officially enrolled at the University. Semester Grade Rosters are produced by the Registrar's

Office and distributed during the week prior to final exams. If an instructor does not receive his/her grade rosters, or receives rosters belonging to someone else, the instructor should notify the Registrar's Office immediately. The deadline for submission of Semester Grade Rosters is noon on Monday following the end of final exam week. Grades of No Grade ("NG") are assigned to students when Grade Rosters are missing or late. Once an "NG" is assigned, the instructor must complete a Grade Change Form for each student on the Grade Roster. Students who receive an NG may not be eligible for the President's List; in addition, decisions regarding suspension/probation and graduation may be affected if Grade Rosters are not submitted in a timely manner. It is imperative, then, that all Grade Rosters be hand delivered to the Registrar's Office prior to the noon Monday deadline. Valid grades are noted on the grade roster. Effective Fall 1990, the University adopted the use of plus/minus with letter grades. Only the grades indicated on the roster are acceptable; invalid grades will be ignored. If a student has withdrawn from the course a grade of WX will be recorded on the Grade Roster. A grade of WX cannot be assigned to a student who has not officially withdrawn.

1. Completing the Grade Roster: The Grade Roster is available via the Faculty Center in E-services by the official instructor of record. The Online Grading Documentation will be provided by the Office of Academic Records each semester. The input of grades period and grading deadlines will be published in the Online Grading Documentation and will be strictly adhered.
2. Grades of In Progress ("IP") are only valid for Master's Thesis, Project, Dissertation Residency and Internship classes that are still in progress. Grades of Incomplete ("I") are given only under special circumstances within the framework of an agreement worked out between the student and the instructor. That Incomplete Grade Contract must then be submitted to the Associate Dean's office of your college. Faculty should review the grades they submitted. Grades can be reviewed from the Faculty Center in E-Services. If

discrepancies are found, the faculty member should notify the Office of Academic Records immediately.

3. Incomplete Grades: A grade of Incomplete ("I") may be given at the discretion of the instructor to students who are making satisfactory progress in a course. Incomplete grades are typically given for emergency situations which occur after the withdrawal date but prior to the end of the semester, and which prevent the student from completing course requirements. When assigning the grade of "I," instructors provide students with an Incomplete Grade Contract which outlines the work to be accomplished before the "I" can be converted to a final grade and specifies a deadline date; this contract constitutes an agreement between instructors and students. A grade of "I" must be resolved within the time limit set by instructors; however, such limits may not be extended beyond the last day of classes of the next long semester following the semester in which the "I" was assigned. Failure to resolve an "I" will result in its conversion to a final grade of "F" on students' permanent records. An "I" can be converted to a final grade only. A notation regarding a grade changed from an incomplete will appear on the student's transcript. Students should not reregister for a course to complete a grade of "I." If any portion of the course must be repeated, students must sign up as an auditor for the course and pay appropriate fees. The Incomplete Grade Contract must be submitted to the Associate Dean's Office of their college.
 - a. Students on academic probation, who have outstanding "I" grades, will remain on probation until all incomplete grades are resolved. Students who have accumulated two or more unresolved grades of "I" may not register for additional courses without the approval of the appropriate Associate Dean. "I" grades are not calculated in the GPA. An "I" which has been changed to a grade

or has been converted to an "F" will be recorded and academic action taken during the semester of the grade change.

4. Grade Changes Only the instructor may assign the grades for a student in a course. Grade changes may be made by the instructor, or the Associate Dean in the absence of the instructor. After one long semester, a grade change submitted by an instructor must be approved by the Associate Dean for the program in which the course is taught. Grade changes must be filed in the Office of Academic Records within one year after the initial grade is posted. Grade changes resulting from the completion of In Progress (IP) or Incomplete (I) work may only be initiated by the instructor of record or the Associate Dean.
 - a. Grade Change Forms are located in the Associate Deans' Offices and the Office of Academic Records. The instructor must come in person to complete the Grade Change Form - they may not be taken from the office. When the form is processed, the Registrar's staff will compare the instructor's signature on the form to their signature on file. If the signatures match, the grade is changed on the student's permanent record electronically and thereby noted on the grade roster. A copy of the change is sent to the student and the student's college is notified.

Auditing Courses

Students may audit courses if they meet the admission requirements of the University and have the permission of the course instructor. Application forms to audit a course may be obtained from the appropriate Dean's office. Registration to audit a course is on a space-available basis. Only after all registration for a semester has been completed - and after determination is made that space is still available - will individuals be assigned to particular courses for auditing

purposes. Students who audit a course are eligible to attend class only. Auditing does not include any further participation in class and does not provide a grade for the course. No official registration at the University is noted on the student's record, the student is not on the official class roll and will not appear on the Semester Grade Roster. Regular tuition and fees are paid by auditors.

Withdrawal from a Course

The University has policies governing voluntary withdrawal, administrative withdrawal and the assigning of the withdrawal mark. These policies can be found in more detail in the Program Requirements section of the Catalogs. Students who drop a class or withdraw from all classes after the semester census date of the semester or session, but no later than the withdrawal deadline as stated in the Academic Calendar will receive one of the following grades: "WQ" (Student-initiated drop, No Evaluation) or "WX" (Administrative Drop or Withdrawal, No Evaluation). These grades imply no evaluation of students' performance prior to the withdrawal. Students may retain auditing privileges with the instructor's consent. Students who do not withdraw prior to the deadline will be given a final grade by the instructor based on performance.

Revision Log

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