

The University Senate of Michigan Technological University

Proposal 20-12 (revised 04-11-12)

(Voting Units: Academic)

“Proposal to Amend Various Senate Policies”

Background

Recent internal audits as well as changes in Federal law have underscored the need to better define policies regarding grades of Incomplete (I) and Conditional (X), especially as they impact the student's grade point average and their academic progress. Both I and X grades impact student eligibility for federal financial aid. In view of their importance, grading guidelines are proposed to assist faculty in determining the standards which must be met for each, and a timetable for course completion is explicitly proposed.

Revised wording applicable to the current practice of electronic submission of grades has also been included.

Proposed changes to existing policies are indicated in strikethroughs and **red and green (revised)** below.

Senate Policy 304.1: Course Grades

Final grades are the basis for admission to advanced courses, computation of grade point averages, the determination of academic honors or probation, scholarship status, etc. They are of fundamental importance to each student. Consequently, grade records must be maintained with meticulous accuracy and promptness.

~~For two important reasons it is essential that all final grades be delivered to the Registrar's Office by the specified final deadline:~~

- ~~1) Students' schedules and financial aid for the coming semester often depends on grades received in the preceding semester.~~
- ~~2) The economical and efficient operation of the Registrar's Office is impaired when work for a new semester is interrupted to post late grades from the preceding semester.~~

Details of grades and scheduling are given in the University Catalogs.

The following procedures shall normally be followed by instructors:

- ~~1) At the end of each semester, the person in charge of each course or section will enter final grades **electronically** on the forms provided for this purpose, sign the forms, and deliver them to the Registrar's Office by the specified final deadline. (It would be extremely helpful if they were delivered as soon as possible after the scheduled course final so that they can be processed immediately. The Registrar's Office requests that instructors try to turn their grades in within 48 hours of the scheduled finals. A large volume in the last two days before the deadline negatively impacts the ability of the Registrar's Office to process the grades in a timely manner.) If an instructor, because of illness or other unavoidable absence, is unable to meet this deadline, the department chair (or school dean/director) should arrange for assistance so that final grades can be delivered **submitted** on time.~~
- ~~2) When a final grade (i.e., a grade other than Incomplete (I), Conditional (X), or Progress (P) has been **submitted** delivered to the Registrar's Office, it becomes a part of the official records of the University, and **NO ONE OTHER THAN THE INSTRUCTOR IS AUTHORIZED TO CHANGE IT.** Normally, this is only done if there was an identifiable error in reporting the final grade (e.g., this could be due to an error in computing the grade, missing assignments that were discovered, etc.). Signed and dated corrections are made on **Grade changes can be made online though BanWeb by the instructor of record. In the event that the instructor is unavailable, changes can be made by the department chair (or school dean/director) using** change of grade forms which are obtained from the Registrar's Office after an instructor has called them to report the need for the form and the change which is needed. The normal basis for such a correction should be a clearly identified error in the originally reported grade. (However, there is a place on the change of grade form to indicate that a clearly identified error was made in the originally reported grade. If that is not checked a record of the original grade will appear on a student's transcript along with the changed grade.) The signature **approval** of the department chair (or school dean/director) is required on **all** change-of-grade forms **requests**.~~

3) **The** Change-of-grade **process** forms **outlined above** will also be used for changing a grade from Incomplete (I), Conditional (X), or Progress (P) to a final grade.

- * **The instructor of record, for each course or section, is requested to submit grades electronically within 48 hours of their scheduled final exam. All grades are to be submitted by the specified deadline. If an instructor, because of illness or other unavoidable absence, is unable to meet this deadline, the department chair (or school dean/director) will arrange for assistance to ensure final grades are submitted on time.**
- * **When a final grade (i.e., a grade other than Incomplete (I), Conditional (X), or Progress (P)) has been submitted, it becomes a part of the official records of the University, and no one other than the faculty member, or the department chair (or school dean/director) is authorized to change it.**
- * **When submitting an Incomplete 'I' grade, documentation listing the reason for assigning the grade and the requirements needed to change the 'I' to a final grade is required.**
- * **When submitting a Failing 'F' grade, the last date of attendance is required (if the exact date is unknown, approximate the date based on the last exam or assignment).**
- * **Grade changes can be made online through BanWeb by the instructor of record. In the event that the instructor is unavailable, changes can be made by the department chair (or school dean/director) using change-of-grade forms which are obtained from the Registrar's Office. Normally, this is only done if there was an identifiable error in reporting the final grade (e.g., this could be due to an error in computing the grade, missing assignments that were discovered, etc).**
- * **The change-of-grade process outlined above will also be used for changing a grade from Incomplete (I), Conditional (X), or Progress (P) to a final grade. (Senate Proposal 25-94)**

Senate Policy 311.1: Grading System

The grades awarded by the University are:

- | | |
|----|--|
| A | Excellent, with 4.0 grade points per credit. |
| AB | Very good, with 3.5 grade points per credit. |
| B | Good, with 3.0 grade points per credit. |
| BC | Above average, with 2.5 grade points per credit. |
| C | Average, with 2.0 grade points per credit. |
| CD | Below average, with 1.5 grade points per credit. |
| D | Inferior, with 1.0 grade point per credit. |
| F | Failure, with 0.0 grade point per credit. |
| I | Incomplete: not computed in GPA calculation appropriate when: <ul style="list-style-type: none">• the student has a legitimate extenuating circumstance prohibiting the completion of the course;• the student has completed a minimum of 80%, by number, of the graded assignments and exams;• the student has the ability to complete the course requirements without re-enrolling in the course;• the student currently has a passing grade in the course. Extenuating circumstances may include (but are not limited to): <ul style="list-style-type: none">• car accident• sudden illness or injury (Doctor's office/hospital documented)• birth of a child• death of a family member• conditions of close friends (suicide, accident/injury)• divorce (individual and parental)• financial hardship. |

A grade of incomplete may be given only when a student is unable to complete a segment of the course because of circumstances beyond the student's control, approved in writing by the department chair. **An incomplete grade must be made up within 1 semester of being assigned regardless of residency according to the following schedule:**

- **assigned fall semester: course must be completed by the end of spring semester;**
- **assigned spring semester: course must be completed by the end of fall semester;**
- **assigned summer semester: course must be completed by the end of fall semester.**

An I grade should not be used as a substitute for a failing grade or a withdrawal.

Failure to complete the coursework within the timeframes defined above will result in the conversion of the I to an F. Incomplete grades at graduation are considered (F) grades in computing the final grade point average.

IS	In-Session; temporary grade indicating a course that remains in session and ends after the semester's final grade deadline.
X	Conditional: computed into the grade point average as an (F) grade , with no grade points per credit; given only when the student is at fault in failing to complete a segment of a course, but in the judgment of the instructor does not need to repeat the course. An X is appropriate when: <ul style="list-style-type: none">• the student does not have a legitimate extenuating circumstance for failing to complete course requirements that meets the standards for the I grade (above);• the student has completed a minimum of 80%, by number, of the graded assignments and exams;• the student has the ability to complete the course requirements without re-enrolling in the course;• the student currently has a passing grade in the course. Example circumstances appropriate for an X grade may include: <ul style="list-style-type: none">• oversleeping on the day of an exam• flat tire/unexpected car trouble• incomplete assignments. X grades It must be made up within the next semester in residence according to the same schedule summarized above for the I grade. Failure to complete the course accordingly will result in the permanent conversion of the X grade to an F. or the grade becomes a failure. An (X) grade is computed into the grade point average as an (F) grade.
M	Missing grade, see instructor for clarification.
N	No Grade, No Credit, No Grade Points; given when a student officially withdraws from school after the regular drop period, passing the subject.
P	Progress; may be used for 5000 or 6000 series research courses and approved 3000 or 4000 level project courses where projects may carry over for more than one semester.
Q	Inadequate Progress; may be used for 5000 or 6000 series research courses and approved 3000 or 4000 level project courses and courses where projects may carry over for more than one semester.
W	Drop, No Credit, No Grade Points; given when a student drops a course between the beginning of the fourth week and the end of the eight tenth week; after the eight tenth week, a student may request a late drop only from the Dean of Student Affairs.
CR	Credit by advanced placement or examination. (Board of Control Policy 13.2)

Pass-Fail Grades

S and E grades are reserved to indicate a student's performance when a student has elected to enroll in a course under the Pass-Fail option.

S	Satisfactory; credit but no grade points. A grade of S is given for performance equal to a letter grade of A, B, or C.
E	Effort Unsatisfactory; no credit, no grade points, and not included in student's grade point average. A grade of E is given for performance equal to a letter grade of D or F. (Board of Control Policy 13.2)

Senate Policy 302.1: Audit Grades

V	Satisfactory Audit, with no grade points or credit.
U	Unsatisfactory Audit, with no grade points or credit.

A course taken as an audit may be taken at a later date for credit subject to the approval of the student's major department. Students auditing courses will be charged the same tuition as if taken for credit. Students have six weeks from the start of instruction to change a course to an audit status.

Senate Policy 112.1: Academic Dishonesty

E* and U* grades are administered differently than the F* grade. For the F* grade, a student is typically assigned an F for a course and the Office of Judicial Affairs provides the student an opportunity to complete an assignment that will not cause the F grade to change to a F* grade. For the E* and U* grades, a student is assigned the E* and U* for a course and then the * is removed upon completion of an assignment. This procedure means that the E* or U* remains on the student's transcript during the period in which he/she is completing the assignment, which is not the case for the F* grade. This Proposal would ensure uniform administration of the F*, E* and U* grades.

E*	Effort Unsatisfactory due to Academic Dishonesty. No credit, no grade points; given for courses taken under the Pass-Fail option.
U*	Unsatisfactory Audit due to Academic Dishonesty. No credit, no grade points; given for courses taken for audit.

Senate Policy 309.1: Mid-Term Grades

Mid-term Satisfactory. Indicates that satisfactory progress is being made in the course at the end of the 6th week of class.

Mid-term Not Applicable. Administratively assigned to a course for which a midterm grade is not applicable.

Mid-term Unsatisfactory. Indicates that unsatisfactory progress is being made in the course at the end of the 6th week of class.

Missing. Status grade administratively issued to each student in a course whose instructor failed to meet the grade reporting deadline or when a grade is intentionally left blank by the instructor in cases where there is an academic integrity issue.

Clean Copy of Policies Including Changes:

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- * When a final grade (i.e., a grade other than Incomplete (I), Conditional (X), or Progress (P)) has been submitted, it becomes a part of the official records of the University, and no one other than the faculty member, or the department chair (or school dean/director) is authorized to change it.
- * When submitting an Incomplete 'I' grade, documentation listing the reason for assigning the grade and the requirements needed to change the 'I' to a final grade is required.
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- * Grade changes can be made online through BanWeb by the instructor of record. In the event that the instructor is unavailable, changes can be made by the department chair (or school dean/director) using change-of-grade forms which are obtained from the Registrar's Office. Normally, this is only done if there was an identifiable error in reporting the final grade (e.g., this could be due to an error in computing the grade, missing assignments that were discovered, etc).
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- F Failure, with 0.0 grade point per credit.
- I Incomplete: not computed in GPA calculation appropriate when:
 - the student has a legitimate extenuating circumstance prohibiting the completion of the course;
 - the student has the ability to complete the course requirements without re-enrolling in the course;
 - the student currently has a passing grade in the course.

Extenuating circumstances may include (but are not limited to):

- car accident
- sudden illness or injury (Doctor's office/hospital documented)
- birth of a child
- death of a family member
- conditions of close friends (suicide, accident/injury)
- divorce (individual and parental)

An incomplete grade must be made up within 1 semester of being assigned regardless of residency according to the following schedule:

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- the student does not have a legitimate extenuating circumstance for failing to complete course requirements that meets the standards for the I grade (above);
 - the student has the ability to complete the course requirements without re-enrolling in the course;
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- Example circumstances appropriate for an X grade may include:
- oversleeping on the day of an exam
 - flat tire/unexpected car trouble
 - incomplete assignments.
- X grades must be made up within the next semester according to the same schedule summarized above for the I grade. Failure to complete the course accordingly will result in the conversion of the X grade to an F.
- M Missing grade, see instructor for clarification.
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- P Progress; may be used for 5000 or 6000 series research courses and approved 3000 or 4000 level project courses where projects may carry over for more than one semester.
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- CR Credit by advanced placement or examination. ([Board of Control Policy 13.2](#))

Introduced to Senate: 04 April 2012

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