

## RECENT CHANGES TO THE UNIVERSITY SENATE BY-LAWS

The following by-law changes were approved at the October 3, 2016 meeting of the University Senate:

### II.C.1.h Requirements in General

#### h. *Minors*

A minor provides an option for students who want to add further breadth to their academic program. A minor is available only to a matriculated student currently pursuing a baccalaureate degree. Minors will consist of 12 - 18 credits of 2000+ level course work. Unless a higher standard is noted in the description of a specific minor program, completion of a minor requires that a student earn a 'C' or better in each of the required courses for that minor. The same course may be used to meet both major and minor requirements unless specifically stated otherwise in the University catalog. Substitutions to minor requirements require the approval of the head or designee of the department or program offering the minor. The minor is recorded on the student's official transcript.

## II. RULES AND REGULATIONS

### E. Scholastic Standing

#### 1. *Classification of Students*

Students in good standing are listed as sophomores, juniors, or seniors, if they have earned 24, 54, or 86 credits respectively, except in the Schools of Engineering and Pharmacy, where they must have earned 30, 62, or 100 credits respectively.

#### 2. *Responsibility for the Academic Assessment of Students*

The authority to determine a student's grade in a course lies with the instructor of record. In order to minimize student misunderstandings, course requirements should be stated at the outset of the course.

#### 3. *Undergraduate Grades*

Undergraduate grading shall be done according to a letter system in which A and A- shall represent excellent work; B+, B, and B-, very good to good; C+, C, and C-, average to fair; D+, D, and D-, poor to merely passing; F, failure; I for incomplete; X for absent from semester examination (see II.E.6, Grades of Incomplete and Absent below); AUD for course auditors (see II.B.6, Auditing Courses without Credit). With the approval of the Senate Curricula and Courses Committee, courses may be graded S to represent satisfactory work or U, unsatisfactory work. These courses may or may not award credit, but in neither case will grade points be awarded. With the approval of the Senate Curricula and Courses Committee, courses may be graded Y to identify non-semester related courses. When such a course is completed, a standard letter grade will replace the Y grade. If the course is not completed, the assignment of a semester grade shall be at the discretion of the instructor and the dean of the student's school or college. The letter N is used when an instructor does not submit a grade for a particular student. Temporary grades I, X, N, Y shall not suppress the calculation of either the semester or the cumulative grade point average.

N and Y temporary grades are replaced on the academic record by the actual grade when submitted by the instructor. Work to convert I, N, X temporary grades to permanent grades must be completed by the end of the third week of the next semester. An N grade which remains unresolved will become N F and be computed as an F. If no grade is submitted for a grade of X, the grade will automatically revert to F and will be shown as X F.

If no grade is submitted to replace the grade of I, the automatic F will be shown as I F.

The following grade points per credit shall be assigned to grades: A, 4.0; A-, 3.7; B+, 3.3; B, 3.0; B-, 2.7; C+, 2.3; C, 2.0; C-, 1.7; D+, 1.3; D, 1.0; D-, 0.7; F, 0.

No student who has failed in a course shall have further opportunity to receive credit in that course except by repeating the work.

In all non-credit courses students shall be reported as passed "P" or failed "F".

#### *4. Pass-Fail Option*

A student who has earned at least 26 credits and is not on scholastic probation may elect a maximum of 12 credits to be distributed over not more than three courses, to be recorded only as passed "P" or failed "F" on his or her permanent record. A student may not elect more than one course on a Pass-Fail basis in any given semester. No course placed on Pass-Fail may be used for distribution requirements, for the major (including the related) course requirements, or to satisfy a specific requirement of the student's school or college. Students who are selecting a course for Pass-Fail option must do so within the first two weeks of the semester. Students who are removing a course from the Pass-Fail option must do so within the first nine weeks of the semester.

Students shall be entitled to exercise the Pass-Fail option only once during any summer regardless of the number of sessions attended: a change from the regular grading system to a Pass-Fail option or from a Pass-Fail option to a regular grading system must be made before the end of the fourth week of the session.

During the semester the student takes all examinations and is graded in the usual way by the instructor. However, the student's permanent record will show only "P" if he or she passes, or "F" if he or she fails. In neither event will a course taken under the option be included in the computation of the semester or cumulative grade point average, but a grade below C makes one ineligible for Dean's List. The individual schools and colleges have the privilege of adopting the Pass-Fail option with or without supplementary restrictions. Students are referred to the detailed statements of the various schools in the University Catalog for such restrictions.

#### *5. Satisfactory/Unsatisfactory Grades*

The satisfactory/unsatisfactory grade designation is determined by the faculty; it is not a student determined option. No course used for either fulfillment of the general education requirements or any skill designation may be assigned a satisfactory/unsatisfactory grade.

#### *6. Grades of Incomplete and Absent*

The grade of Incomplete shall be reported only when a portion of the assigned work has not been completed because of the necessary absence of the student or other reason equally satisfactory to the instructor, and then only when the instructor judges the work already done by the student to be of passing quality.

A student who is absent from a final examination shall be given a grade of Absent if in the opinion of the instructor the student might by means of a satisfactory performance on the examination complete the work of the course with a passing grade; if in the opinion of the instructor such a student would fail the course regardless of the result of the examination, the student shall be given a grade of F. When a grade of Absent is given, the student may have a later opportunity to take an examination if the absence is excused by the Dean of Students or designee. Excuse will be granted only if the absence is due to grave cause such as the student's serious illness, or the serious illness or death of some member of the immediate family.

Students may obtain credit for courses in which their grades are Incomplete or Absent only by completing the work of the course in a satisfactory manner before the end of the third week of the next semester. If this is not done the grade in the course becomes a failure. The report of the satisfactory completion of such a course shall be by letter grade. In exceptional instances an extension of time for making up Incomplete or Absent grades may be granted by the Dean of Students or designee after consultation with the instructor.

An Incomplete or Absent grade signifies that credit has not been earned at the end of the semester and may subject the student to scholastic probation or dismissal.

#### *7. Reporting Grades*

Semester grades shall be reported to the Registrar as soon as possible after the completion of the final examination and in no case later than 72 hours. Exceptions to this rule may be made by the Vice President for University Affairs. Except in the case of non-semester related courses (Y courses), a regular grade may be assigned in the place of the temporary grade only by standard grade-change procedures.

#### *8. Semester and Mid-Semester Reports*

Students who, on the basis of performance in the course, appear to be in danger of receiving D, F, U, or N grades shall be notified of their mid-semester academic progress in each 1000 and 2000-level course by the Registrar.

These reports are not part of the permanent record. They are designed to be of diagnostic aid to the student. The instructor is urged to provide the students with an evaluation early enough in the semester so that those needing to do so can take effective remedial action. The instructors of 1000 and 2000-level courses shall notify the Registrar by the end of the sixth week of the semester of students who appear to be in danger of earning D, F, U, or N grades. The Registrar will alert the students, their advisors, and others, as appropriate. If a student is doing unsatisfactory work, the full responsibility for improvement is left to him or her. He or she is strongly advised, however, to confer with his or her advisor, with the instructors concerned, and with others qualified to assist him or her in improving his or her standing in the University.

In reporting end of semester grades to students, the Registrar shall state all courses for which the student is registered, the credit value of each course, and the student's mark in each course.

#### *9. Changes of Course Grades*

Grades are part of the student's permanent record. Therefore they should never be changed for reasons unrelated to course requirements or quality of work. An instructor may neither accept additional work nor give additional examinations once the grade in the course has been submitted. Nevertheless, there can be situations in which course grades may and ought to be changed. These comprise computational errors, clerical errors, and the discovery of overlooked components in a student's body of work.

In cases when the instructor of record concludes that a course grade ought to be changed, he or she determines a corrected grade and initiates the grade change process. The grade change must be approved by the head of the department offering the course (in departmentalized schools or colleges) and the dean of the school or college in which the course is taught in order to monitor grade changes and ensure that they are based only on the considerations mentioned above. If a grade change is approved, the dean will notify the instructor, student, and registrar in writing.

#### *10. Appeals of Assigned Course Grades*

[In the subsequent discussion in this section, the term "the dean of the school or college offering the course or his or her designated Associate Dean" should be substituted for "department head" when the grade in question is in a course offered in a non-departmentalized school or college.]

A student who believes that an error in grading has occurred and wishes to request a review must request a review by the instructor of record within six months of the course grade having been posted. If the instructor of record cannot be contacted, the student should contact the Department Head. If the instructor agrees that a change is justified, the instructor will initiate the grade change (according to the procedure in the previous section of these by-laws). Individual schools and colleges may have more stringent requirements than the six-month requirement of this by-law.

If a student requests a review of a course grade and the instructor believes that the original grade is correct, the student has 30 days to appeal the decision to the head of the department in which the course is taught. The department head will seek input from the instructor and the student. If this process results in agreement by the instructor that a grade change is justified, the instructor will initiate

the grade change according to the procedure in paragraph 2 of section II.E.9, Changes of Course Grades, of these by-laws.

If the instructor and the department head agree that a grade change is not justified, the department head shall notify the student in writing with a copy to the instructor. If the student is dissatisfied with the appeal decision, the student has 10 days to request, through the dean of the school or college in which the course is taught, a review by a Faculty Grade Change Review Panel.

If the department head thinks that a grade change is justified but the instructor does not agree, the department head shall request, through the dean of the school or college in which the course is taught, a review by a Faculty Grade Change Review Panel. This request shall be made within 10 days of completion of the department head's review.

The Faculty Grade Change Review Panel, hereafter referred to as the Faculty Review Panel, shall be composed of three full-time faculty members appointed by the dean of the school or college in which the course is taught. The Faculty Review Panel shall convene a hearing within 10 working days of notification of a case. Both the appealing student and the course instructor should be present at the hearing. The student will be afforded an opportunity to state the grounds on which he or she is appealing the grade. The instructor will be afforded the opportunity to document the basis on which the grade was awarded. Both parties may present supporting evidence and/or request testimony of others. The Faculty Review Panel may request input from the department head.

If the Faculty Review Panel recommends a grade change, it is authorized to execute the change by sending to the registrar a change of grade request signed by all the members of the Review Panel. The Review Panel will send a written report of the decision to the instructor, the student, the department head, and the dean of the school or college offering the course within 10 working days of the decision. The decision of the Faculty Review Panel shall be considered final.

**C. Proposal to Senate: Motion**

To amend the By-Laws, Rules and Regulations of the University Senate by replacing II. E. Scholastic Standing sections 1-10 with the following language and to renumber sections 11-15 accordingly as sections 9-13..

**II. E. Scholastic Standing**

1. *Classification of Students*

A student in good standing is listed as a sophomore, junior, or senior, if the student has earned 24, 54, or 86 credits, respectively.

2. *Responsibility for the Academic Assessment of Students*

The authority to determine a student's grade in a course lies with the instructor of record. In order to minimize student misunderstandings, course requirements must be stated in the syllabus for the course (see II.I.5 Syllabi).

3. *Grades*

a. *Grades used to calculate the GPA*

Instructors will grade undergraduate courses based on the following letter (and point) system:

Grade	Points per credit	Evaluation of Course Work
A	4.0	Excellent
A-	3.7	
A+	3.3	
B	3.0	Good
B-	2.7	
B+	2.3	
C	2.0	Fair
C-	1.7	
C+	1.3	
D	1.0	Poor
D-	0.7	
F	0.0	Failure

b. *Grades not used to calculate the GPA*

Satisfactory/Unsatisfactory. The S/U grade designation is determined by the faculty; it is not a student-determined option. This grade designation is available only for courses that have been approved as such

by the Senate Curricula and Courses Committee. Instructors assign a grade of 'S' to represent satisfactory work or 'U' to represent unsatisfactory work to students. These courses may or may not award credit, but in neither case will grade points be awarded. No course used for fulfillment of the general education requirements may be assigned an S/U grade.

Pass-Fail Option. A student who has earned at least 26 credits and is not on scholastic probation may elect a maximum of 12 credits to be distributed over not more than three courses, to be recorded as 'P' for Pass or 'F' for Fail on his or her permanent record. Courses taken Pass-Fail may only be used as electives; they may not be used to satisfy general education, school/college, major or minor requirements. Students who are selecting a course for the Pass-Fail option must do so within the first two weeks of the semester. Students who are removing a course from the Pass-Fail option must do so within the first nine weeks of the semester. For courses taught outside of the fall and spring semesters, these deadlines will be adjusted in a pro-rated fashion by the Registrar.

During the semester the student completes the course and is graded in the usual way by the instructor; and the instructor submits a letter grade (per 3a, above). This letter grade is translated into a 'P' ('D-' or above) or remains an 'F.' In neither event will a course taken under the Pass-Fail option be included in the computation of the semester or cumulative grade point average, but a grade below 'C' makes the student ineligible for Dean's List. The individual schools and colleges have the privilege of adopting the Pass-Fail option with or without supplementary restrictions. Students are referred to the detailed statements of the various schools in the University Catalog for such restrictions.

Non-Credit Course Grades. In all non-credit courses, student grades shall be reported as 'P' for passed or 'F' for failed.

Audit Option. A student auditing a course will receive 'AUD' on the grade report (see II.B.6, *Auditing Courses without Credit*).

#### 4. *Temporary Grades*

Temporary grades signify that credit has not been earned in that course, and may subject the student to scholastic probation or dismissal. Temporary grades shall not prevent the calculation of either the semester or the cumulative grade point average.

##### a. *Temporary Grades Related to Incomplete Work*

An instructor may assign a temporary grade for a course when student work is not completed within the semester.

Temporary Grade	Conditions for Assigning a Temporary Grade
N No basis for grade	A student has completed few or no assessments and no make-up schedule has been agreed upon with the instructor; the instructor has no basis for a grade.
I Incomplete Work	A student has not completed all of the assessments but work completed is of passing quality and a make-up schedule has been agreed upon with the instructor.
X Final assessment absence	A student did not submit a final assessment and might by means of a satisfactory performance on the assessment complete the course with a passing grade. If in the opinion of the instructor such a student would fail the course regardless of the result of the assessment, the student shall be given a grade of F. Procedures for rescheduling final assessments are described in II.E.12, <i>Examinations and Assessments</i> .

The student must complete all outstanding work on a schedule determined by the instructor, and by the end of the third week of the following semester. Exception to this deadline is made by the Dean of Students or designee with the consent of the Instructor.

Once the student submits the outstanding work or completes the final assessment, the instructor must submit a change of grade within 10 working days.

If the student does not submit outstanding work by the agreed-upon deadline and has not been granted an exception, the instructor will calculate the student's grade based on work completed for the course.

Passing grades will replace temporary grades on the transcript. For students who do not complete the missing work and therefore fail the course, the temporary grade will be retained on the transcript and followed by "F."

#### b. *Temporary Grades Related to Course Scheduling*

An instructor should assign a temporary grade of "Y" to students enrolled in a course that extends beyond the standard semester schedule. The "Y" is intended as a placeholder until the course is complete, at which time the instructor will replace the "Y" grade with a permanent grade. If a student has work outstanding, the "Y" grade should be changed to a temporary grade that reflects the type of work outstanding (see section 4a).

### 5. *Reporting Grades*

Semester grades shall be reported to the Registrar as soon as possible after the completion of the final assessment, and in no case later than 72 hours after the end of the final assessment period. Exceptions to this deadline may be made by the Provost or designee. Except in the case of non-semester related courses (Y courses), a regular grade may be assigned in the place of the temporary grade only by standard grade-change procedures.

## 6. *Mid-Semester and Semester Reports*

Mid-Semester Report. Instructors of 1000- and 2000-level courses shall notify the Registrar by the end of the sixth week of the semester of students who appear to be in danger of earning less than a 'C', or 'U' or 'N' grades. The Registrar will inform the students. The mid-semester report grade information is not part of the student's permanent file.

Semester Report. The Registrar provides to the student a semester report, which includes all courses for which the student is registered, the credit value of each course, and the student's grade in each course.

## 7. *Changes of Course Grades*

Grades are part of the student's permanent record; they should never be changed for reasons unrelated to course requirements or quality of work. Once the grade in the course has been submitted, an instructor may neither accept additional work nor give additional examinations.

Instructors should change grades for the following reasons: a computational error, clerical error, and the discovery of overlooked components in a student's body of work. In cases when the instructor concludes that a course grade ought to be changed, the instructor determines a corrected grade and initiates the grade change process. The head of the department or program offering the course and the dean of the school or college in which the course is taught will be notified of a grade change to ensure consistency with the By-Laws.

## 8. *Appeals of Assigned Course Grades*

If a student believes that an error in grading has occurred, the student may request (within six months of the final grade being posted) that the instructor review the grade. If the student cannot contact the instructor, then the student should contact the department head. When the course is in a non-departmentalized school or college, the student should contact that dean or the dean's designee. If the instructor agrees that a grade change is justified, the instructor will initiate the grade change using procedures described by the Registrar.

If the instructor believes that the original grade is correct, the student has 30 days to appeal the decision to the head of the department in which the course is taught. The department head will seek input from the instructor and the student to determine his/her opinion related to the merits of the grade appeal

If after this review, the instructor and the department head agree that a grade change is justified, the instructor will initiate the grade change according to the procedures described by the Registrar.

If the instructor and the department head agree that a grade change is not justified, the department head shall notify the student in writing with a copy to the instructor. If the student is dissatisfied with the appeal decision, the student has 10 working days to request, through the dean of the school or college in which the course is taught, a review by a Faculty Grade Change Review Panel (see below).

If the department head thinks that a grade change is justified but the instructor does not agree, the department head shall request, through the dean of the school or college in which the course is taught, a review by a Faculty Grade Change Review Panel. The department head's request shall be made within 10 working days of completion of the grade appeal review.

Faculty Grade Change Review Panel. The Faculty Grade Change Review Panel, hereafter referred to as the Faculty Review Panel, shall be composed of three full-time faculty members appointed by the dean of the school or college in which the course is taught. The Faculty Review Panel shall convene a hearing within 10 working days of notification of a case. Both the appealing student and the course instructor should be present at the hearing. The student will be afforded an opportunity to state the grounds on which he or she is appealing the grade. The instructor will be afforded the opportunity to document the

basis on which the grade was awarded. Both parties may present supporting evidence and/or request testimony of others. The Faculty Review Panel may request input from the department head.

If the Faculty Review Panel recommends a grade change, it is authorized to execute the change by sending to the Registrar a change of grade request signed by all the members of the Faculty Review Panel. The Faculty Review Panel will send a written report of the decision to the instructor, the student, the department head, and the dean of the school or college offering the course within 10 working days of the decision. The decision of the Faculty Review Panel shall be considered final.