

Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: Accreditation and Compliance.

TOPIC: FPPM Section II. C. Grading

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

As part of a review of the FPPM in preparation for reaffirmation, a discrepancy between the due dates for grades in intersession and summer. This difference seems unnecessary.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

1) Aligning the due dates for grades in summer and intersession to be the third day after a session ends.

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

1) The change in wording would align how much time elapses between a summer or intersession course ends and when grades are due.

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:
Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:
PVPAA: _____
Date: _____

Date submitted to other administration:

Action(s) Taken:
Administrator: _____
Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

Coversheet updated 9/2017

C. GRADING

The evaluation of student work and the assignment of grades are the responsibility and prerogative of the individual instructor. The instructor must publish in the course syllabus the procedures used in determining grades, including the proportionate weighting of examinations and other course requirements. The instructor must maintain a systematic record of grades. This record must be available to the department chair in case of sickness or other inability to complete a course or if employment with the University is not continued.

Students are expected to attend all classes. Failure to attend class regularly impairs academic performance.

Absences are disruptive to the educational process for others. This is especially true when absences cause interruptions for clarification of material previously covered, failure to assume assigned responsibilities for class presentations, or failure to adjust to changes in assigned material or due dates.

It is the responsibility of each instructor to give students a copy of his or her attendance policy in the course syllabus.

Instructors may assign a grade of "0" or "F" on work missed because of unexcused absences.

Instructors have the right to lower a student's course grade, but no more than one letter grade, if the student misses 10 percent of the scheduled class meeting times for unexcused absences.

Instructors have the right to assign a course grade of "F" when the student has missed a total (excused and unexcused) of 25 percent of the scheduled class meeting times.

Students must assume full responsibility for any loss incurred because of absence, whether excused or unexcused.

Instructors should permit students to make up work when the absence is excused. Excused absences are those resulting from the student's participation in a college-sponsored activity, from recognizable emergencies, or from serious illness. Faculty may require documentation for excused absences in their attendance policy.

Student Health Services will provide documentation of needed absence in very limited cases: only for those students who are sent home by Student Health (ex. Communicable disease). The Dean of Students may also provide documentation for students unable to attend class due to mental health reasons.

Once a grade has been submitted to the registrar, it may be changed by the instructor **only if an error in computation or recording is discovered, or to remove a grade of incomplete**. Grades may be changed by designated individuals other than the instructor only in cases of successful grade appeal or medical withdrawal. Grade changes must be

submitted in writing, signed, dated, and hand-delivered to the registration office by the instructor or a designated University official.

At the end of the fall and spring semesters, final grades must be posted by 8:30 a.m. on the Monday following final exams week. Grades for partial term courses are also due at this time. Grades for summer term courses are due at 8:30 a.m. on the ~~Wednesday~~ following third day after the end of the each summer term as indicated in the published academic schedule. Grades for the winter intersession must be submitted at 8:30 a.m. on the third day after the end of the intersession as indicated in the published academic schedule. If an instructor is unable to meet these deadlines, he or she should contact the relevant Dean and the Registrar.

Undergraduate Grading Policy

1. Beginning with the Fall 2011 semester, plus and minus signs on grades will affect the grade point average calculation. The following point values will be used: 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. For courses taken before the Fall 2011 semester, plus and minus signs on grades will not be used in computing the GPA
 - a. The grade of "A" indicates excellence in learning and scholarship. Such scholarship should involve not only the recall of information, but also the ability to communicate the information effectively and to understand its importance and application.
 - b. The grade of "B" indicates substantial mastery of the objectives of the course.
 - c. The grade of "C" indicates average work.
 - d. The grade of "D" indicates substandard work of sufficient quality and quantity to be counted toward graduation if balanced by above-average work in other courses.
 - e. The grade of "F" indicates failure to meet the objectives of the course.
 - f. The grade of "I" indicates that because of illness or for other good reason the work of the semester has not been completed. An "I" becomes an "F" unless the work is completed and the instructor assigns a course grade by the published date in the middle of the subsequent regular semester. The due date is published in the University calendar.
 - g. The grade of "P" indicates that the student has received credit for the course on a pass/fail option. This option is generally limited to elective courses and certain courses offered only on a pass/fail basis. No student may elect more than three courses on a pass/fail basis. Students must notify the Office of the Registrar before the end of the second week of classes if they wish to take an elective course for pass/fail credit. Faculty will only have the grade of P or F in myLongwood when entering midterm grade estimates and final grades.