

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:

Graduate Council and College of Graduate and Professional Studies.

**TOPIC:** FPPM page 23, section f revision to Pass/Satisfactory Progress/Not Pass

**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):

The Registrar brought a request forward to consider removing SP/satisfactory progress as a grade designation because it is seldom removed from the transcript and is not a valid grade and appears to be equivalent to an incomplete. Research was done as to the history of this grade in the catalog, the current use of it, if other Virginia institutions use it, and options if it were removed. The SP designation was approved in 2009-10 so students who did not finish work in external experiences but who were making satisfactory progress could continue that work and remain students. It was not meant to be removed from the transcript, but to remain as a designation for that semester's work. The belief, at that time, was that students could not continue in the field unless enrolled in a Longwood course and that an incomplete would not 'cover' their time in the field. The AG's office was cited as historical context: "The Attorney General's office advised us that students must be registered for a course if they are in the field as a Longwood student."

**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):

Remove the grade designation of Satisfactory Progress and use Incomplete when a student is completing the external experience or thesis in a satisfactory manner but, due to extenuating circumstances, was not able to complete the hours required within the semester or session. The incomplete will follow all incomplete policies and be changed to P or NP at its conclusion. Like all incompletes, this should be an exception not a rule.

If students are routinely unable to complete the required hours within the semester or session the program will need to re-evaluate the requirement and make adjustments.

Current FPPM language with mark up: **Page 23, Graduate Grading Policy 1. f.**

~~The grades of “P”, “SP”, and “NP” indicate the following: The Pass (P)/Satisfactory Pass/Not Pass (NP) grading option will be used in all thesis research, collaborative special education research, professional portfolio, and comprehensive examination courses and will not be used in calculating the grade point average. The P/SP/NP grading option must may be used in all practicum, internships, externships, and field/clinical experiences if so designated by the program and will not be used in calculating the grade point average. Each course will have a minimum number of hours with a “P” grade required and only those hours with a grade of “P” will meet requirements for completion. P/SP/NP grades do not affect the GPA. All students must be enrolled in a minimum of one (1) credit hour of the applicable field experience to be completing any clock hours of placement in the field in order to be in compliance with insurance regulations per the Attorney General’s office.~~

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

Research into the background of this grade designation brought in discussions with the attorney general and the university Contract Administrator & Risk Assessment Coordinator. Both sources emphasized that the AG’s office does NOT require this and that students are covered to be in the field at any point in their degree work, for the duration of the placement, as long as they are or have been enrolled in a course that requires them to complete a clinical experience. Further research into Virginia graduate schools shows that few of them have a grade of SP in their grading options. Given this new information, all program directors agreed the grade designation was not needed

**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

## Summary: Graduate Policy P/SP/NP

### Pass/Satisfactory Progress/Not Pass

<https://catalog.longwood.edu/content.php?catoid=14&navoid=740#pass-not-pass>

#### Current Policy

The Pass/Satisfactory Progress/Not Pass grading option will be used in all thesis research, professional portfolio, and comprehensive examination courses and will not be used in calculating the grade point average. The Pass/Satisfactory Progress/Not Pass grading option may be used in all practicum, internships, externships, residencies and field/clinical experiences if so designated by the program and will not be used in calculating the grade point average. Each course will have a minimum number of hours with a “Pass” grade required and only those hours with a grade of “P” will meet requirements for completion.

#### Current Policy with Markup

The Pass/~~Satisfactory Progress~~/Not Pass grading option will be used in all thesis research, professional portfolio, and comprehensive examination courses and will not be used in calculating the grade point average. The Pass/~~Satisfactory Progress~~/Not Pass grading option may be used in all practicum, internships, externships, residencies and field/clinical experiences if so designated by the program and will not be used in calculating the grade point average. Each course will have a minimum number of hours with a “Pass” grade required and only those hours with a grade of “P” will meet requirements for completion.

#### Revised Policy

##### Background

The Registrar brought a request forward to consider removing SP/satisfactory progress as a grade designation because it is seldom removed from the transcript and is not a valid grade. It appeared to be equivalent to an incomplete, which is a grade designation that *is* removed from the transcript. Research was done as to the history of this grade in the catalog, the current use of it, if other Virginia institutions use it, and options if it were removed.

The SP designation was approved in 2009-10 so students who did not finish work in external experiences but who were making satisfactory progress could continue that work and remain students. It was not meant to be removed from the transcript, but to remain as a designation for that semester’s work. The belief, at that time, was that students could not continue in the field unless enrolled in a longwood course and that an incomplete would not ‘cover’ liability for their time in the field. The AG’s office was cited as historical context: “The Attorney General’s office

advised us that students must be registered for a course if they are in the field as a Longwood student.”

## **Summary**

Remove the grade designation of Satisfactory Progress and use Incomplete when a student is completing the external experience or thesis in a satisfactory manner but, due to extenuating circumstances, was not able to complete the hours required within the semester or session. The incomplete will follow all incomplete policies and be changed to P or NP at its conclusion. Like all incompletes, this should be an exception not a rule. If students are routinely unable to complete the required hours within the semester or session the program will need to re-evaluate the requirement and make adjustments.

This change requires 20 course and program changes to delete the SP from their course descriptions, syllabi, and program language. These have been entered into Curriculog. The attachment summarizes all of the changes related to the removal of SP from graduate grading.

## **Rationale**

Research into the background of this grade designation brought in discussions with the attorney general and the university Contract Administrator & Risk Assessment Coordinator. Both sources emphasized that the AG’s office does NOT require this and that students are covered to be in the field at any point in their degree work, for the duration of the placement, as long as they are or have been enrolled in a course that requires them to complete a clinical experience. Further research into Virginia graduate schools shows that very few of them have a grade of SP in their grading options. Given this new information, all program directors agreed the grade designation was not needed.

## **Also in Academic Regulations Section of Catalog**

### **Grades**

<https://catalog.longwood.edu/content.php?catoid=14&navoid=740#grades>

1. remove SP: Satisfactory Progress from grade list
2. The grades of AU, I, P, **SP**, NP, and W are not calculated in the grade point average.

***Corresponding Changes required:***

**I. FPPM page 23 section f.**

**(see separate document)**

**II. Course Pages (14 entries)**

**Changes: remove SP from course description and from the syllabi.**

<u>COUN 592 - Practicum in Mental Health Counseling</u>
<u>COUN 593 - Practicum in School Counseling</u>
<u>COUN 594 - Practicum in College Counseling and Student Affairs</u>
<u>COUN 638 - Practicum in School Counseling in the P-12 Setting</u>
<u>COUN 680 - Practicum in Community and College Counseling</u>
<u>COUN 692 - Internship in Mental Health Counseling</u>
<u>COUN 693 - Internship in School Counseling</u>
<u>COUN 694 - Internship in College Counseling and Student Affairs</u>
<u>CSDS 600 - Thesis</u>
<u>CSDS 685 - External Placement II</u>
<u>EDUC 690 - Internship in Educational Leadership PreK-12</u>
<u>READ 691 - Professional Portfolio</u>
<u>SLIB 685 - Research Study in School Libraries</u>
<u>SLIB 690 - Clinical Experience in School Libraries</u>

### III. Program Pages (6 entries)

**Changes: revise "clinical experience" to reflect deletion of SP grading option and remove/revise inaccurate and outdated language**

#### **CSD**

[https://catalog.longwood.edu/preview\\_program.php?catoid=14&poid=2079&returnto=765](https://catalog.longwood.edu/preview_program.php?catoid=14&poid=2079&returnto=765)

#### **Thesis (paragraph 2)**

Students must remain continuously enrolled in a minimum of one (1) credit hour of thesis per semester until completion. The required total credit hours of thesis with a grade of pass (P) for completion of the degree is three (3), but there is no limit to the number of credits a student may earn in this course while pursuing completion of the degree. The grading system for the evaluation of the thesis will be pass (P) / ~~satisfactory progress (SP)~~ / not pass (NP) and will not be used in calculating the grade point average (GPA). A grade of incomplete (I) **may not** be assigned.

#### **Counselor Education**

[https://catalog.longwood.edu/preview\\_program.php?catoid=14&poid=2077&returnto=765](https://catalog.longwood.edu/preview_program.php?catoid=14&poid=2077&returnto=765)

#### **Practicum / Internship**

The completion of a practicum and an internship is mandatory in the Counselor Education program. The practicum is a 3 credit hour course requiring 100 field clock hours taken mid-way in the program. The internship is 6 credit hours requiring 100 field clock hours per credit hour taken at the end of the program. The credit and clock hours in the internship may be spread over multiple semesters, but students must enroll in a minimum of one (1) credit hour per semester until completion. Grading is pass (P) / ~~satisfactory progress (SP)~~ / not pass (NP). Only the grade of 'P' will meet degree requirements; 3 hours of 'P' in practicum and 6 hours of 'P' in internship. Please see individual course descriptions for details.

## **Educational Leadership Concentration**

[https://catalog.longwood.edu/preview\\_program.php?catoid=14&poid=2088](https://catalog.longwood.edu/preview_program.php?catoid=14&poid=2088)

### **Clinical Experience (second paragraph)**

Grading is pass (P) / **satisfactory progress (SP)** / not pass (NP) and will not be used in calculating the grade point average. **An Incomplete (I) may be given if needed based on the Graduate Incomplete policy.** A grade of incomplete (I) may be assigned at the discretion of the instructor **ONLY** if **all field clock hours** have been successfully completed. ~~Students cannot begin a placement prior to registering for the required course in the semester they wish to begin observing all applicable deadlines.~~ **Students can not begin a placement prior to the start of the course in which that placement is required.**

## **School Librarianship Professional Endorsement**

[https://catalog.longwood.edu/preview\\_program.php?catoid=14&poid=2087](https://catalog.longwood.edu/preview_program.php?catoid=14&poid=2087)

### **Clinical Experience (second paragraph)**

Grading is pass (P) / **satisfactory progress (SP)** / not pass (NP) and will not be used in calculating the grade point average. **An Incomplete (I) may be given if needed based on the Graduate Incomplete policy.** A grade of incomplete (I) may be assigned at the discretion of the instructor **ONLY** if **all field clock hours** have been successfully completed. ~~Students cannot begin a placement prior to registering for the required course in the semester they wish to begin observing all applicable deadlines.~~ **Students can not begin a placement prior to the start of the course in which that placement is required.**

## **School Librarianship, MEd**

[https://catalog.longwood.edu/preview\\_program.php?catoid=14&poid=2086&returnto=765](https://catalog.longwood.edu/preview_program.php?catoid=14&poid=2086&returnto=765)

### **Clinical Experiences (second paragraph)**

Grading is pass (P) / **satisfactory progress (SP)** / not pass (NP) and will not be used in calculating the grade point average. **An Incomplete (I) may be given if needed based on the Graduate Incomplete policy.** A grade of incomplete (I) may be assigned at the discretion of the instructor **ONLY** if **all field clock hours** have been successfully completed. ~~Students cannot begin a placement prior to registering for the required~~



~~course in the semester they wish to begin observing all applicable deadlines. Students can not begin a placement prior to the start of the course in which that placement is required.~~

## **Special Education: General Curriculum Concentration**

### **Residency**

The completion of residency is mandatory in the Special Education graduate concentration. For Residency Requirements, students will complete 3-6 credit hours (depending on their tracks). Students in the 5<sup>th</sup> Year Track enroll in SPED 512, Graduate Residency 1. In this course, special education teacher candidates will be supervised in a classroom clinical experience during this graduate residency semester. Students will also have a chance to collect and reflect on formative assessment data. Students in the Licensed Teacher and Initial Licensure Tracks enroll in SPED 512, Graduate Residency 1 and SPED 559, Supervised Experience in Special Education Grading is pass (P) / **satisfactory progress (SP)** / not pass (NP). Only the grade of 'P' will meet degree requirements. **An Incomplete (I) may be given if needed based on the Graduate Incomplete policy.** ~~A grade of incomplete (I) may be assigned at the discretion of the instructor ONLY if all field clock hours have been successfully completed. Students cannot begin a placement prior to registering for the required course in the semester they wish to begin observing all applicable deadlines. Students can not begin a placement prior to the start of the course in which that placement is required.~~