

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, Graduate Council, and College of Graduate and Professional Studies.

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):

Last year, due dates for summer and intersession grades were brought into closer alignment. These changes did not align end of regular semester grading for graduate courses offered in the full fall/spring semester with the start of the subsequent intersession/summer term.

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 all courses that are not full-semester undergraduate courses.**

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 the end of courses which are not full semester undergraduate courses and when grades are due. This change would have a three-day turnaround time for all such courses. In particular, it would allow for fewer issues in graduate programs in the transition between spring and summer.**

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 for full-semester undergraduate classes must be posted by 8:30 a.m. on the Monday following final exams week. Grades for

graduate classes, partial term courses, summer term courses, and winter intersession courses - are ~~also due at this time. Grades for summer term courses are due~~ at 8:30 a.m. on the 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 term 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.