

Longwood University  
**GENERAL ACADEMIC PROPOSAL/POLICY COVER SHEET**

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) 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.**

**PREPARER:** Graduate Council

**TOPIC:** Plus/Minus Grading at the Graduate Level

**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): Graduate Curriculum Committee and Graduate Council determined after further study that changing grading to include plus and minus in the calculation of the GPA is in the best interest of graduate students.

**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): We propose to add + and – grading computed in the GPA for all graduate students beginning in Fall 2013. This would only affect grades assigned for classes from Fall 2013 forward. The following reflects the current and proposed valid graduate grades and quality points:

**CURRENT GRADUATE GRADES**

Passing grades for graduate students are A, B, and C.

A: Excellent (4 quality points)

B: Good (3 quality points)

C: Passing (2 quality points)

F: Failure (0 quality points)

I: Incomplete. The grade of "I" indicates that because of illness or for 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 last day of classes of the subsequent regular semester as published in the University calendar (i.e., an incomplete awarded in the fall semester must be removed by the last day of classes in the spring, and an incomplete awarded in the spring or summer semesters must be removed by the last day of classes in the fall). The awarding of a grade of "I" requires an understanding between the instructor and student as to when and how the course will be completed. An extension of the time limit is possible, but must be approved, prior to the expiration date stated above, by the instructor and the Dean of the College of Graduate & Professional Studies. A graduate student with six or more hours of incompletes will not be allowed to enroll in any additional graduate courses.

P: Pass (0 quality points)

SP: Satisfactory Progress (0 quality points)

NP: Not Pass (0 quality points)

W: Withdrawal (0 quality points) without penalty. A grade of "W" is automatically assigned for withdrawal from the

end of the drop period (first six class days) through noon on the thirty-fifth (35th) day of full term fall and spring classes and for other documented withdrawals. See paragraph on Withdrawal Policy.

AU: Audit (0 quality points). Automatic grade assigned for GRAD 698 – Continuous Enrollment. For other graduate course offerings, participation on a noncredit basis by students who meet certain minimum standards set by the course instructor. Students wishing to audit must have permission from the chair of the department in which the course is offered and are subject to the same tuition and fees as students enrolled for credit.

The grades of AU, I, P, SP, NP, and W are not calculated in the grade point average. The Pass/Satisfactory Progress/Not Pass grading option will be used in all thesis research, collaborative special education research, teacher research, lecture/recital, 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, 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.

### **PROPOSED GRADUATE GRADES**

Passing grades for graduate students are A, A-, B+, B, B-, C+, C, and C-.

A: Excellent (4 quality points)

A-: Excellent (3.7 quality points)

B+: Good (3.3 quality points)

B: Good (3 quality points)

B-: Good (2.7 quality points)

C+: Passing (2.3 quality points)

C: Passing (2 quality points)

C-: Passing (1.7 quality points)

F: Failure (0 quality points)

I: Incomplete. The grade of "I" indicates that because of illness or for 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 last day of classes of the subsequent regular semester as published in the University calendar (i.e., an incomplete awarded in the fall semester must be removed by the last day of classes in the spring, and an incomplete awarded in the spring or summer semesters must be removed by the last day of classes in the fall). The awarding of a grade of "I" requires an understanding between the instructor and student as to when and how the course will be completed. An extension of the time limit is possible, but must be approved, prior to the expiration date stated above, by the instructor and the Dean of the College of Graduate & Professional Studies. A graduate student with six or more hours of incompletes will not be allowed to enroll in any additional graduate courses.

P: Pass (0 quality points)

SP: Satisfactory Progress (0 quality points)

NP: Not Pass (0 quality points)

W: Withdrawal (0 quality points) without penalty. A grade of "W" is automatically assigned for withdrawal from the end of the drop period (first six class days) through noon on the thirty-fifth (35th) day of full term fall and spring classes and for other documented withdrawals. See paragraph on Withdrawal Policy.

AU: Audit (0 quality points). Automatic grade assigned for GRAD 698 – Continuous Enrollment. For other graduate course offerings, participation on a noncredit basis by students who meet certain minimum standards set by the course instructor. Students wishing to audit must have permission from the chair of the department in which the course is offered and are subject to the same tuition and fees as students enrolled for credit.

The grades of AU, I, P, SP, NP, and W are not calculated in the grade point average. The Pass/Satisfactory Progress/Not Pass grading option will be used in all thesis research, collaborative special education research, teacher research, lecture/recital, 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, 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.

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed): While there is a vast difference between, for example, cumulative work earning a low B and that earning a high B, there is currently no distinction between those grades in terms of GPA for graduate students. Similarly, while there is very little difference between high C and low B, there is a relatively enormous difference between these grades with regard to GPA. This will allow consistency with undergraduate grading. This new system would more accurately reflect the rigor of graduate course work.

**GENERAL ACADEMIC PROPOSAL/POLICY COVER SHEET  
SIGNATURE PAGE**

- 1. Educational Policy Committee \_\_\_\_\_
- 2. Faculty Senate \_\_\_\_\_
- 3. \*VPAA \_\_\_\_\_
- 4. \*BOV/SCHEV - VPAA will submit materials for approval
- 5. Date received by Registrar \_\_\_\_\_

\*Substantive change (see definition and consult EPC chair prior to submitting materials)

**All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year’s catalog, all paperwork must be submitted no later than:**

**February 1<sup>st</sup> to the College Curriculum Committee  
March 1<sup>st</sup> to the Educational Policy Committee (EPC)**

**Submission within the deadlines does not guarantee processing in time for the next academic year’s catalog.**

*Revised June 2012*