

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: Faculty Senate Executive Committee

TOPIC: Section C Grading FPPM

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): **Aligning the language with the academic catalog and practice.**

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): **See attached, track changes was utilized.**

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed): **Aligning the language with the academic catalog and practice.**

Date submitted to Senate Executive Committee for Consideration: __October 29, 2015__

Action(s) Taken: Refer to Faculty Senate Meeting on November 5, 2015

Date first read at Faculty Senate: __Nov. 5, 2015__

Action(s) Taken: Motion passed to send back to Senate Executive Committee for further review.

Date final action taken by Faculty Senate: _____

Final action(s) Taken:

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.

If notice is given in the syllabus, faculty may lower a course grade no more than a letter grade if unexcused absences total 10 percent or more of scheduled classes. If prior notice is provided in the course syllabus, instructors may also assign a grade of "0" or "F" (a) for assignments missed because of unexcused absences, or (b) for the *entire course* if a student missed a total (excused and unexcused) of 25% of scheduled classes.

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.

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 not be notified and will turn in regular letter grades. The Registrar will convert "A" "B" and "C" grades to "P." The Registrar will convert "D" and "F" grades to "F."~~ **Faculty will only have the grade of P or F in mylongwood when entering midterm grade estimates and final grades.**

~~For graduate students, the grades of "P" (pass) and "NP" (not pass) are also used in all thesis research, collaborative special education research, teacher research, lecture/recital, and comprehensive examination courses and are not used in calculating the grade point average.~~

- h. The grade of "W" indicates withdrawal without academic penalty. It is automatically assigned for withdrawal from the end of the drop period (first ~~five~~ **six** class days) through the 35th day of regularly scheduled classes and for other documented withdrawals. Like all grades, "W" grades are recorded on the student's transcript. Upon withdrawal from a course or the University, these grades are assigned in the following manner:

- (1) Students may withdraw from individual classes with a grade of "W" until 5 p.m. on the 35th day of regularly scheduled classes. After that date, withdrawals from individual classes are not permitted except for medical or other non-academic emergencies.

- (a) A student who **seeks to** withdraw, for medical reasons, **from the University** ~~or from a class~~ after the 35th day of regularly scheduled classes must by noon of the last class day (**finals weeks is not considered in last day calculation**) have a letter sent to the **Dean of Students** ~~the student's college~~ by the student's personal physician, detailing the nature of the illness and recommending withdrawal for medical reasons. In extenuating circumstances not related to the academic performance, the dean may grant a withdrawal if a written request from the student is received by noon of the last class day. If the dean approves the request, the dean will send a copy of the request or letter to the Office of ~~Registration~~ **the Registrar** and all affected grades for that semester will be noted as "W" on the student's transcript. The dean **and/or Registrar** will

notify the student's faculty members of any grade changes.

- (b) **A student who seeks to withdraw for medical reasons from an individual class after the 35th day of regularly scheduled classes must by noon of the last class day have a letter sent to the dean of the student's College by the student's personal physician, detailing the nature of the illness and recommending withdrawal for medical reasons. In extenuating circumstances not related to the academic performance, the dean may grant a withdrawal if a written request from the student is received by noon of the last class day. If the dean approves the request, the dean will send a copy of the request or letter to the Office of the Registrar and the affected grades for that course will be noted as "W" on the student's transcript. The dean will notify the student's faculty member(s) of any grade changes.**

Students withdrawing from the University should go to ~~the dean's office of their respective major~~ **the Office of the Registrar** to initiate the University withdrawal process. ~~Undeclared students and special undergraduate students should report to the Dean of Cook-Cole College of Arts and Sciences.~~

- (2) For classes held in non-traditional time frames, such as summer school or for off-campus offerings, students may withdraw with no penalty during the first half of the course, but may not withdraw during the second half of the course except for medical or other non-academic emergencies.
- i. The grade of "AU" indicates that the student is auditing the course. Auditing a course means that a student enrolls in a course, if class size permits and with department approval, but does not receive academic credit.

~~For graduate students, the grade of "AU" is also assigned automatically for GRAD 698-Continuous Enrollment.~~

- ~~j. The grade of "CR" is assigned for credit awarded to students who have met the PHED 101 requirement through military service.~~

(Moved paragraph 3. to the beginning as it applied to both undergraduate and graduate grading.)

2. During the regular session, grade estimates are available to all first-year students, ROTC Cadets, upperclass students making a "D" or "F", and students who are not making satisfactory academic progress (all students with a cumulative GPA less than 2.0). Estimate grades are due to the Office of the Registrar by noon on Monday of the seventh week of regularly scheduled classes and are available to students and advisors in myLongwood as soon as they are posted. Estimates are not recorded as part of the student's permanent academic record. They are, however, an important indicator of academic risk to students.

This early warning should give the student time to improve academic performance where needed.

3. Students are allowed five course repeats for which the original grade is excluded and the most recent grade earned, even if it is lower, will be included in GPA calculation. This means you can retake the same course five times, or retake five different courses, or any other combination. Starting with the sixth repeat, both the original and the new grade will be included in grade point average calculations, but only the second enrollment will count in earned hours.

Only course work taken at Longwood University can be used in the repeat grade calculation. Transfer credits do not replace an earned grade. The repeat policy does not apply to courses which have an alternate repeat policy stated in the course description. Retaking a class can extend the time it takes for the student to graduate. Students do not earn additional cumulative credit (and may lose cumulative credit) when they retake a course, which can affect athletic eligibility.

All enrollments and grades appear on the transcripts regardless of repeat status. Grades for repeated courses after the fifth repeat are designated on the transcript with an 'A(verage)' in the repeat column of the transcript, to signify the grade is calculated in the grade point average. Prior to Fall 2011 repeated courses were designated by an "R" e.g., RA, RB, RC, RD and RF.

(Moved paragraph 6. to the beginning as it applied to both undergraduate and graduate grading.)

Graduate Grading Policy

1. Beginning with the Fall 2014 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, F = 0. For courses taken prior to the Fall 2014 semester, plus and minus signs on grades were not used in computing the GPA. A minimum grade point average of 3.00 on a 4-point scale is required to remain in the graduate program and for graduation.
 - a. The grade of "A" indicates excellence and mastery of the subject matter.
 - b. The grade of "B" indicates good understanding of the subject matter.
 - c. The grade of "C" indicates passing knowledge of the subject matter.
 - d. The grade of "F" indicates failure to master the subject matter through the objectives of the course.
 - e. 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 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.

- f. The grades of “P”, “SP”, and “NP” indicate the following: the Pass/Satisfactory Progress/Not Pass 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 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. The P/SP/NP grades do not affect the GPA.
- g. The grade of “W” indicates withdrawal without academic penalty. It is automatically assigned for withdrawal from full term fall and spring classes from the end of the drop period (first six class days) until 5:00 p.m. on the thirty-fifth (35th) day and for withdrawals from summer and other non-full term courses from the end of the drop period to the mid-point of the course. Like all grades, "W" grades are recorded on the student's transcript. Upon withdrawal from a course or the University, these grades are assigned in the following manner:
 - (1) A student who seeks to withdraw, for medical reasons, **from an individual class or from the University** after the 35th day of regularly scheduled classes must by noon of the last class day (finals week is not considered in last day calculation) send a letter to the Dean of the College of Graduate & Professional Studies accompanied by a letter from a physician, detailing the nature of the illness, and recommending withdrawal for medical reasons. In other extenuating circumstances not related to academic performance, the Dean may grant a withdrawal if a written letter from the student is received by noon of the last class day. If the Dean approves the request, the Dean will send a copy of the letter to the Office of the Registrar and the affected grade(s) for that semester will be noted as “W” on the student’s transcript. The Dean will notify the student’s faculty members of any grade changes.
- h. The grade of “AU” indicates 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, do not receive academic credit, and are subject to the same tuition and fees as students enrolled for credit.
- i. The grade of “NG” is automatically assigned for the course GRAD 698 – Continuous Enrollment. Students receive 0 quality points and no credit hours.

2. If a student repeats a graduate course, the most recently earned grade will be averaged into the student's grade point average along with the original grade. The second grade in the course **does not replace** the original grade. All enrollments and grades appear on the transcripts.

References: Minutes of the Organization of Teaching Faculty, March 6, 1986; March 5, 1907; January 15, 1987; April 30, 1987; February 16, 1989; October 12, 1989; November 16, 1989; College Council, April 23, 1992, Faculty Senate, October 1995; November 14, 2104; April 9, 2015; Board of Visitors, June 15, 2001; Board of Visitors, June 10, 2010.