

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **1-Feb-15** Curriculum Bulletin _____

Effective Date **Fall 2015** Approved by EPC _____

Department
College **PR - Provost**
Proposal **Revise Policy**
Proposal Name **Grading Policies and Procedures**

Description of proposal:
Proposal seeks to revise the Grading Policies and Procedures as published in the University Catalog. Revisions update language, clarify practice and bring consistency with other policies.

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)
Aligns deadlines and nomenclature with other academic policies.

Units consulted (other departments, programs or campuses affected by this proposal):
University Registrar, Bursar, Transfer Center, Institutional Research, Student Financial Aid, Associate and Assistant Deans Committee, Graduate Studies Administrative Advisory Committee

REQUIRED ENDORSEMENTS

Department Chair / School Director ____/____/____

Campus Dean (for Regional Campuses proposals) ____/____/____

College Dean (or designee) ____/____/____

Dean of Graduate Studies (for graduate proposals) ____/____/____

Provost and Senior Vice President for Academic Affairs (or designee) ____/____/____

Revisions to 2014 Grading Policies and Procedures (Marked-Up Version)

~~when until~~ the work is completed, ~~at which time~~ an appropriate grade will be assigned based on the instructor's evaluation of the work submitted and a new grade point average computed.

Unless the course is completed or an extension is granted, ~~the IN Incomplete mark grades automatically~~ will ~~automatically~~ lapse to the ~~default~~ grade designated on the Incomplete Mark ~~Form Contract at the earliest of one of the following: (1) the default date designated on the Incomplete Mark Contract; or (2)~~ at the end of one semester for undergraduate ~~courses, students and~~ at the end of ~~three consecutive terms~~ ~~one year~~ for graduate ~~courses, students and~~ ~~and at the end of three months for College of Podiatric Medicine courses.~~

Comment [TET23]: Aligns deadline with other graduate policy deadlines (e.g., leave of absence).

Comment [TET24]: Existing practice.

IP The ~~mark grade~~ IP (In Progress) may be given to students to indicate that ~~work is in progress toward a thesis, dissertation, research, individual investigation or a similar effort that requires additional time beyond a semester, and that a final A grade will be given when the work is completed.~~ The IP ~~mark grade~~ can be utilized only in designated courses and is not ~~used counted~~ in computing grade point averages. ~~For graduate students, an IP grade is used for thesis (6xx99) or dissertation (8xx99) courses during those semesters in which a student is in the process of completing a thesis or dissertation.~~ The IP ~~mark grade when given for thesis registration~~ remains a terminal ~~mark grade~~ if the student ~~does not complete the requirements for the course~~ ~~changes from a thesis option in the master's degree to another degree option.~~ For courses required for ~~a the~~ degree ~~or certificate~~, a final grade must be given before ~~the credential may~~ ~~a degree can~~ be granted.

Comment [TET25]: This policy affects all students given an IP, not just ones registered for thesis.

M The ~~mark grade~~ M (Missing) was used until 1980. It is similar to the NF and SF ~~marks grades~~ (see below) and counts as an F ~~grade~~ (zero quality points) in computing grade point averages.

NC ~~The mark NC (Not Complete) denotes requirements have not been completed for registered course COOP 20092 Cooperative Education. The NC mark is not used in computing grade point averages.~~

Comment [TET26]: New mark for co-op course.

NF The ~~mark grade~~ NF (Never Attended–Fail) denotes that the student neither attended ~~any one~~ class session nor formally withdrew from the course. The NF ~~mark grade~~ counts as an F ~~grade~~ (zero quality points) in computing grade point averages.* In the case of undergraduate courses taken pass/fail, the NF ~~mark grade~~ will be changed to a Z (fail) grade.

NR ~~The A~~ mark NR (Not Reported) indicates the instructor did not submit a grade. ~~The NR mark is not counted in computing grade point averages. For courses required for a degree or certificate, a grade must be given before the credential can be granted.~~

Comment [TET27]: Existing practices.

SF The ~~mark grade~~ SF (Stopped Attending–Fail) denotes that the student stopped attending the course and did not formally withdraw. The SF ~~mark grade~~ counts as an F ~~grade~~ (zero quality points) in computing grade point averages and must be accompanied by a date of last attendance in the course.* Faculty who cannot determine the exact date of last attendance may use the date of the last academic activity in which students participated. ~~SF grades are not appropriate for students who stop attending after the course withdrawal deadline. After that time, the grades should be based on student performance in the completion of course requirements.~~ In the case of undergraduate courses taken pass/fail, the SF ~~mark grade~~ will be changed to a Z (fail) grade.

Comment [TET28]: Per Title IV regulations, we must adjust financial aid for a student who stopped attending a course; therefore, we need to know the date of last attendance, even if after 10 weeks.

I ~~The mark T denotes student participation in a national or international academic exchange program and is not counted in computing grade point averages.~~

Comment [TET29]: Existing mark

TR ~~The mark TR (Transfer) denotes accepted transfer coursework and is not counted in computing grade point averages.~~

Comment [TET30]: Existing mark.

W The mark W (~~Withdrawal~~) denotes that the student has withdrawn from the university or from any individual course without evaluation. For ~~courses, students~~ in the College of Podiatric Medicine, this mark is given to students who withdraw prior to midterm exams.*~~_~~ The W mark is not ~~used counted~~ in computing grade point averages.

WF The mark WF (~~Withdrawal–Fail~~) is used by the College of Podiatric Medicine to denote that the student has withdrawn from the university or from any individual course/rotation with failing status after seven weeks of course instruction.*~~_~~ The WF mark is not ~~used counted~~ in computing grade point averages.

