

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)

 ____/____/____

Proposal Summary

Revision of the Grading Policies and Procedures

SUBJECT SPECIFICATION

This proposal seeks to revise the grading policies and procedures as published in the University Catalog to update language, clarify practice and bring consistency with other policies.

BACKGROUND INFORMATION

In fall 2014, the offices of the University Registrar and Curriculum Services undertook a full review of Kent State's grading policies and procedures. Assisting the offices in the review and recommended changes were the Associate and Assistant (A&A) Deans Committee and the Graduate Studies Administrative Advisory Committee (GSAAC), as well as staff from the offices of the Bursar, Transfer Center, Institutional Research and Student Financial Aid.

The intention with the review was not to change current policies and procedures for determining and granting academic grades, but to ensure that the published policies reflected current practices and regulations, and to resolve nomenclature conflicts and other discrepancies that occurred when the Undergraduate Catalog and the Graduate Catalog were merged to form the University Catalog in 2010. Many of the changes are considered house-keeping items to bring the policies up to date.

The changes are highlighted on page 3-7. Below is a summary:

- Separate the listing of academic grades (e.g., A, B, C) from administrative marks (e.g., IP, IN) to highlight the difference between grades (determined by faculty based upon appraisal and evaluation of student performance in completing requirements of a course) and marks (assigned when a letter grade is not appropriate).
- Select one word—"superior" to define the A (4.000) grade no matter the level of the course. Currently, "excellent" is used for undergraduate courses and "superior" for graduate courses.
- Make clear that the grade descriptive refers to what is assigned to a student in the type of course, and not to the type of student in the course.
- Clarify that a D grade is designated as passing and a U (Unsatisfactory) grade is designated as failing. Current language states a D grade for students in undergraduate courses is "unsatisfactory, but passing," a contraction of terms.
- Distinguish the F grade, which is earned, from the SF (Stopped Attending–Fail) and NF (Never Attended–Fail) marks, which are assigned to students who stopped attending or never attended class—all still are considered failing and counted in the students' GPA.
- Update the S (Satisfactory) grade definition to correct the translation to "passing," rather than "average or superior attainment," which was accurate for graduate courses decades ago and never updated when the U grade began to count in the graduate GPA. In addition, language more appropriate for curriculum guidelines (or not following current practices) is removed.
- Describe further the purpose and consequences of the AU (Audit) mark and that prior departmental approval is required before a student may select the option. Remove duplicated statements and the outdated sentence that faculty can enter a W (Withdrawal) mark on the grade rooster for auditing students who stopped attending (process is done through Registrar's Office).

- Add new marks CP (Complete) and NP (Not Complete) for cooperative education program; and existing marks CR (Credit) for alternative credit programs, T for student exchange programs and TR (Transfer) for credit accepted from other institutions.
- Clarify that all administrative marks are not counted toward the GPA, with the exception of the SF and NF marks.
- Revise the timing of the IN (Incomplete) mark for undergraduate course to align with the one for graduate courses and with the withdrawal deadline. Changes from current 12 weeks to between course withdrawal deadline and end of the classes. Allow a university-approved designee to initiate an IN request on behalf of a student. Align the IN default grade deadline for graduate courses with other graduate policies deadlines. Emphasize the issuance of the IN mark constitutes a contract between student and faculty.
- Update the IP (In Progress) mark to include efforts other than thesis, dissertation, research and individual investigation that require additional time beyond a semester, and that the mark is terminal if the student does not complete the requirements for the course.
- Add language to the NR (Not Reported) mark to reflect existing practice that a grade must be given to a required course before a degree or certificate can be granted.
- Remove language from the SF mark that advises faculty to assign a grade if the student stopped attending after the course withdrawal deadline. Per Title IV regulations, Kent State must adjust financial aid for a student who stopped attending a course at any point in the term; therefore, it is imperative to record last attendance, even if after 10 weeks.
- Note that a course receiving the AU, NF or SF mark is not counted toward a student's course load for financial aid and other purposes.
- Establish a grade change deadline of either three consecutive terms after the grade was submitted or before the student's degree is posted to his/her academic record, whichever comes first. Exceptions are changes to the IN, IP, NR marks and College of Podiatric Medicine courses (the latter have an earlier deadline).

ALTERNATIVES AND CONSEQUENCES

The alternate to the proposed changes is retaining outdated grading policies and procedures in the University Catalog, which does not support the university's objectives of clarity, consistency and transparency with academic policies.

SPECIFIC RECOMMENDATION AND JUSTIFICATION

The recommendation is to update the grading policies and procedures as listed on pages 3-7 to reflect current practices and procedures.

ACTIONS REQUIRED AND ANTICIPATED TIMELINE

Associate and Assistant Deans Committee.....	reviewed 14 October & 9 December 2014
Graduate Studies Administrative Advisory Committee	reviewed 13 November 2014
Educational Policies Council.....	approval sought 16 March 2015
Faculty Senate.....	approval sought 13 April 2015
Implementation.....	fall 2015 University Catalog

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

The transcript is an accurate and complete historical record of work attempted at the university. Changes to transcript entries that alter the enrollment history of a student are not to be made.

Academic Grades ~~and Administrative Marks~~

~~Student proficiency in coursework is recorded by~~ The following letter grades ~~are determined and assigned by faculty based upon appraisal and evaluation of student performance in completing requirements of a course:~~

Comment [TET1]: Separated academic grades from administrative marks.

Comment [TET2]: Added more definition.

A (4.000) ~~Denotes "excellent scholarship" for undergraduate students and "superior scholarship" for graduate students~~

Comment [TET3]: Since excellent or superior mean basically the same thing, just chose one.

A- (3.700)

B+ (3.300)

B (3.000) Denotes "good performance" for students in undergraduate ~~students~~ courses and "average performance" for students in graduate ~~students~~ courses.

B- (2.700)

C+ (2.300)

C (2.000) Denotes "fair or average performance" for students in undergraduate ~~students~~ courses and "below average performance" for students in graduate ~~students~~ courses.

Comment [TET4]: Revised "student" to "course" throughout document to clarify that descriptive refers to the grade for of all students in the type of course, not the type of student in the course.

C- (1.700)

D+ (1.300)

D (1.000) Denotes "poor (~~unsatisfactory~~ but passing) performance" for students in undergraduate ~~students~~ courses and "far below average performance" for students in graduate ~~students~~ courses.

Comment [TET5]: Remove contraction; Unsatisfactory is defined in grade policy as "failing"

F (0.000) Denotes failure of the student's overall performance. This grade is earned and is not used for students who never attended or stopped attending the course (see NF and SF marks in Administrative Marks section below).

Comment [TET6]: We have been asked by other universities to translate S and U marks to letter grade (for universities that don't have S/U grading).

This statement was in the Graduate Catalog for decades. However, by this interpretation, does that mean that a faculty evaluation that equals B- or worse should be given a U grade? That conflicts with U grade definition of failing.

At one time, many years ago, the statement also noted that Unsatisfactory meant work below average (which would be a C grade). That part of the statement was removed when the U mark began to be counted as F grade in GPA.

If the U mark is interpreted universally as equal to F grade, then the S mark should be interpreted as equal to any grade above an F.

S The grade S (Satisfactory) denotes passing performance, and is used for courses where S/U grading, rather than letter grading, is permitted ~~satisfactory completion of in a course for which a regular grade is inappropriate. Satisfactory work is interpreted as average or superior attainment.~~ The credit hours are awarded, but ~~are not considered~~ the grade is not counted in computing grade point averages, ~~but w~~ Work earning an S grade may be applied toward meeting degree requirements. ~~For graduate students, the U grade, along with the S grade (see above) are the only grades to be used for thesis (6xx99), dissertation (8xx99), workshops and courses involving internship/practicum. The instructor intending to use the S and U grades in a course other than these must do so exclusively and only where permitted. The instructor will announce this intent to the particular class at the beginning of the course and note it on the course syllabus.~~

Comment [TET7]: Statements have been in the catalog since the early 70s. They are more curriculum policies, rather than student policies. However, a review of graduate internship courses show that approx. 57% are letter graded. The Curriculum Guidelines state letter or S/U grade allowed for internship; while S/U and IP only allowed for thesis and dissertation.

U The grade U (Unsatisfactory) denotes failing ~~unsatisfactory~~ performance and is used for courses where S/U grading, rather than letter grading, is permitted in a course for which a regular grade is inappropriate. This grade is earned and is not used for students who never attended or stopped attending the course (see NF and SF marks in Administrative Marks section below). Credit hours are recorded as ~~credit hours~~ attempted, and the grade ~~is will be~~ counted as an F (zero quality points) in computing grade point averages. ~~For graduate students, the U grade, along with the S grade (see above) are the only grades to be used for thesis (6xx99), dissertation (8xx99), workshops and courses involving internship/practicum. The instructor intending to use the S and U grades in a course other than these must do so exclusively and only where permitted. The instructor will announce this intent to the particular class at the beginning of the course and note it on the course syllabus.~~

Comment [TET8]: Distinguishes F grade from SF and NF marks

Comment [TET9]: See S grade definition above.

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

- Y The grade Y denotes a passing grade ~~in undergraduate pass/fail courses or~~ in undergraduate courses in which students have elected the pass/fail grading option. The credit hours are awarded, but the grade is not counted ~~are not considered~~ in computing grade point averages.*
- Z The grade Z denotes failing performance ~~in undergraduate pass/fail courses or~~ in undergraduate courses in which students have elected the pass/fail grading option. The credit hours are recorded as attempted, and the grade is ~~are not considered counted~~ in computing grade point averages.*
- * Refer to the Pass/Fail Grade policy in the University Catalog for conditions governing the acceptability of pass/fail grades at Kent State.

Comment [TET10]: We don't have designated pass/fail courses.

Administrative Marks

The following administrative marks are assigned when a letter grade is not appropriate.

Comment [TET11]: Separated academic grades from administrative marks

- AU The mark AU (Audit) denotes ~~that students have registered to audit a course enrollment in a course without benefit of a grade or credit, typically for purposes of self-enrichment and academic exploration.~~ Students may audit ~~without credit~~ any course subject to space availability and ~~prior~~ departmental approval. ~~An audited course is not counted as part of the course load, but students~~ To audit a course, students must go through registration procedures and be assessed pay the normal registration fees. ~~An audited course cannot be applied toward a student's degree or certificate. For graduate students, an audited course may not be counted as fulfilling the minimum course load requirements.~~ An instructor may impose whatever attendance requirements deemed necessary upon the students registered for audit. The students must be informed of these requirements at the beginning of the semester. Failure to meet such attendance requirements subjects the students to being withdrawn from the course by the instructor. ~~This will be accomplished by the instructor's insertion of the mark W for the students on the final grades list. The AU mark is not counted in computing grade point averages.*~~

Comment [TET12]: Added more definition.

Comment [TET13]: Want to stress that department needs to first approve registration.

Comment [TET14]: What is abnormal?

Comment [TET15]: Applies to all students; moved to footnote.

Comment [TET16]: Faculty need to contact Registrar's Office; cannot enter W mark on their own (this is not a new process).

- CP The mark CP (Complete) denotes completion of requirements for registered course COOP 20092 Cooperative Education. The CP mark is not counted in computing grade point averages.

Comment [TET17]: New mark for co-op course.

- CR The mark CR (Credit) denotes credit hours, but not letter grade, earned through successful completion of an alternate credit program (e.g., exam credit, trade competency or other non-institutional credit). The CR mark is not counted in computing grade point averages.

Comment [TET18]: Existing mark.

- IN The ~~administrative~~ mark of IN (Incomplete) may be given to students who ~~—due to extenuating circumstances—~~ are unable to complete the required work between the course withdrawal deadline and the end of classes due to extenuating circumstances. The timeline shall be adjusted appropriately for summer sessions and flexibly scheduled courses.

Comment [TET19]: Aligns deadline with withdrawal deadline for all courses; currently, UG courses have until 12 weeks; GR courses have until withdrawal deadline.

To be eligible, undergraduate students currently must be earning a minimum D grade, currently passing and ~~have completed at least 12 weeks of the semester.~~ Graduate students currently must be currently earning a minimum C grade or better grade and are unable to complete the required work between the course withdrawal deadline and the end of classes. ~~The timeline shall be adjusted appropriately for summer sessions and flexibly scheduled courses.~~ Appropriate documentation is ~~generally~~ required to support the extenuating circumstance. The student or university-approved designee must initiate the request for the IN Incomplete mark from the instructor, and it is the responsibility of the student to arrange to make up the incomplete work.

Comment [TET20]: Specifies what "passing" means; consistent with GR statement.

Comment [TET21]: E.g., umbuds; there are times the student is unable to request.

~~Incomplete grades must be made up within one semester (not including summer sessions) for undergraduate students, one calendar year for graduate students and three months for College of Podiatric Medicine students.~~

Comment [TET22]: Duplicate of last paragraph.

Instructors are required to complete and submit an Incomplete Mark Contract Form to their department chair/school director at the time grades are assigned. This form includes justification for awarding the Incomplete, describes the work to be completed for the course and specifies the grade to be assigned if the work is not completed (default grade). A copy of the Incomplete Mark Contract Form is provided to the student.

The IN Incomplete mark grades will ~~is~~ not ~~be~~ counted in the computation of grade point averages;

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.

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

WP The mark WP (Withdrawal–Pass) 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 passing status after seven weeks of course instruction. ** The WP mark is not ~~used~~ counted in computing grade point averages.

* A course receiving the AU, NF or SF mark is not applied toward a student's course load for financial aid and other purposes.

** Please refer to the College of Podiatric Medicine section in the University Catalog for procedures for withdrawal.

Comment [TET31]: Per Title IV regulations, we must adjust financial aid for a student who never attended a course or earned a grade for which student received aid.

Grade/Mark-to-Grade Change Policy

With the exception of the IN, IP and NR marks, ~~o~~ Once grades or marks are submitted, they are final and will not be changed except in cases of administrative error. Grades will not be changed by allowing the students to do additional work (e.g., retaking exams; redoing papers; submitting extra credit papers, reports, ~~etc.~~) or by using criteria other than those applied to all students in the class.

In the event of a possible administrative error, the students must contact the instructor as soon as possible following the awarding of the grade. ~~*~~ If the instructor is not available, the department/school chair/director should be contacted.

Grade appeals for reasons other than administrative error must follow established policy and procedures for student academic complaints, see policies 4-02.3 for Kent Campus and 8-01.4 for regional campuses in the University Policy Register (www.kent.edu/policyreg).

Approved grade change requests for reasons other than removal of the IN, IP and NR marks must be submitted no later than the end of three consecutive terms after the grade was submitted or before the student's degree is posted officially to the permanent academic record, whichever comes first. * No challenge will be considered or adjustment made after that period. Deadline for removing the IN mark is noted in the Administrative Marks section above.

Comment [TET32]: New policy. Kent State has no deadline; therefore, a grade change can be initiated years later, which is not the norm. A review of 24 institutions (Ohio public and KSU benchmark), showed 75% disclosed a grade deadline. Of those, the deadline to appeal a grade ranged from 10 days to three years after the grade was assigned.

* Request for a grade change in the College of Podiatric Medicine for posted scores (e.g., didactic exams, quizzes, lab practicals), course or rotation grades or other forms of evaluation must be submitted within seven calendar days of posting or receipt. All grade change requests for reasons other than removal of an F grade or an IN (~~incomplete~~) mark must be submitted within the first two weeks of the succeeding academic term. No challenge will be considered or adjustment made after that period.

Grade Point Average

Quality points are awarded on the following scale:

- Each hour of A equals 4.000 points
- Each hour of A- equals 3.700 points
- Each hour of B+ equals 3.300 points
- Each hour of B equals 3.000 points
- Each hour of B- equals 2.700 points
- Each hour of C+ equals 2.300 points
- Each hour of C equals 2.000 points
- Each hour of C- equals 1.700 points
- Each hour of D+ equals 1.300 points
- Each hour of D equals 1.000 point
- Each hour of F equals 0.000 points
- Each hour of NF equals 0.000 points
- Each hour of SF equals 0.000 points
- Each hour of U equals 0.000 points

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

A grade point average is determined by dividing the total number of points earned by the number of quality hours taken. Totals are extended to three decimal points and are not rounded up.

As an example, assume a student has completed 30 credit hours with a grade distribution of 3 hours of A, 3 hours of B, 3 hours of B-, 15 hours of C, 4 hours of D and 2 hours of F.

3 hours of A at 4 points per hour	12.000
3 hours of B at 3 points per hour	9.000
3 hours of B- at 2.7 points per hour	8.100
15 hours of C at 2 points per hour	30.000
4 hours of D at 1 point per hour	4.000
2 hours of F at 0 points per hour	0.000
Total Points	63.100

Dividing 63.100 by 30, a grade point average of 2.103 is obtained, which is slightly above a C average. Cumulative averages are computed by dividing the total quality points by the total quality hours. Grades of S, Y and Z are not included in grade point average.

Grade Reports

Final grades are reported at the close of each academic term and become a part of the students' permanent records. Grades are available in FlashLine.

Midterm Evaluation

A midterm (seventh week) evaluation is completed for all undergraduate freshmen. Midterm results are available to advisors and college/school/campus deans and will be used for counseling purposes when achievement is considered unsatisfactory (i.e., D or F quality). This evaluation will not be included as part of the students' academic transcripts. The midterm evaluation is available to freshmen in FlashLine.

Transcripts

The integrity of academic transcripts is fundamental to the validity of coursework and degrees certified by the university. Therefore, all student transcript entries (grades and other notations) are finalized when the degree is officially posted to the permanent academic record following the effective date of graduation (visit the University Registrar website for the degree-posting deadline).

Comment [TET33]: Existing policy, listed in graduation policies in Catalog

Revisions to 2014 Grading Policies and Procedures (Clean Version)

The transcript is an accurate and complete historical record of work attempted at the university. Changes to transcript entries that alter the enrollment history of a student are not to be made.

Academic Grades

The following grades are determined and assigned by faculty based upon appraisal and evaluation of student performance in completing requirements of a course:

- A (4.000) Denotes “superior scholarship.”
- A- (3.700)
- B+ (3.300)
- B (3.000) Denotes “good performance” for students in undergraduate courses and “average performance” for students in graduate courses.
- B- (2.700)
- C+ (2.300)
- C (2.000) Denotes “fair or average performance” for students in undergraduate courses and “below average performance” for students in graduate courses.
- C- (1.700)
- D+ (1.300)
- D (1.000) Denotes “poor (but passing) performance” for students in undergraduate courses and “far below average performance” for students in graduate courses.
- F (0.000) Denotes failure of the student’s overall performance. This grade is earned and is not used for students who never attended or stopped attending the course (see NF and SF marks in Administrative Marks section below).
- S The grade S (Satisfactory) denotes passing performance and is used for courses where S/U grading, rather than letter grading, is permitted. The credit hours are awarded, but the grade is not counted in computing grade point averages. Work earning an S grade may be applied toward meeting degree requirements.
- U The grade U (Unsatisfactory) denotes failing performance and is used for courses where S/U grading, rather than letter grading, is permitted. This grade is earned and is not used for students who never attended or stopped attending the course (see NF and SF marks in Administrative Marks section below). Credit hours are recorded as attempted, and the grade is counted as an F (zero quality points) in computing grade point averages.
- Y The grade Y denotes a passing grade in undergraduate courses in which students have elected the pass/fail grading option. The credit hours are awarded, but the grade is not counted in computing grade point averages.*
- Z The grade Z denotes failing performance in undergraduate courses in which students have elected the pass/fail grading option. The credit hours are recorded as attempted, and the grade is not counted in computing grade point averages.*

* Please refer to the Pass/Fail Grade policy in the University Catalog for conditions governing the acceptability of pass/fail grades at Kent State.

Revisions to 2014 Grading Policies and Procedures (Clean Version)

Administrative Marks

The following administrative marks are assigned when a letter grade is not appropriate.

AU The mark AU (Audit) denotes enrollment in a course without benefit of a grade or credit, typically for purposes of self-enrichment and academic exploration. Students may audit any course subject to space availability and prior departmental approval. To audit a course, students must go through registration procedures and be assessed registration fees. An audited course cannot be applied toward a student's degree or certificate. An instructor may impose whatever attendance requirements deemed necessary upon the students registered for audit. The students must be informed of these requirements at the beginning of the semester. Failure to meet such attendance requirements subjects the students to being withdrawn from the course by the instructor. The AU mark is not used in computing grade point averages.*

CP The mark CP (Complete) denotes completion of requirements for registered course COOP 20092 Cooperative Education. The CP mark is not counted in computing grade point averages.

CR The mark CR (Credit) denotes credit hours, but not letter grade, earned through successful completion of an alternate credit program (e.g., exam credit, trade competency or other non-institutional credit). The CR mark is not counted in computing grade point averages.

IN The mark IN (Incomplete) may be given to students who—due to extenuating circumstances—are unable to complete the required work between the course withdrawal deadline and the end of classes. The timeline shall be adjusted appropriately for summer sessions and flexibly scheduled courses.

To be eligible, undergraduate students currently must be earning a minimum D grade, and graduate students currently must be earning a minimum C grade. Appropriate documentation is required to support the extenuating circumstance. The student or university-approved designee must initiate the request for the IN mark from the instructor, and it is the responsibility of the student to arrange to make up the incomplete work.

Instructors are required to complete and submit an Incomplete Mark Contract to their department chair/school director at the time grades are assigned. This form includes justification for awarding the Incomplete, describes the work to be completed for the course and specifies the grade to be assigned if the work is not completed (default grade). A copy of the Incomplete Mark Contract is provided to the student.

The IN mark is not counted in the computation of grade point averages; when the work is completed, 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 mark automatically will lapse to the default grade designated on the Incomplete Mark 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, at the end of three consecutive terms for graduate courses and at the end of three months for College of Podiatric Medicine courses.

IP The mark 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. A grade will be given when the work is completed. The IP mark can be utilized only in designated courses and is not counted in computing grade point averages. The IP mark remains a terminal mark if the student does not complete the requirements for the course. For courses required for a degree or certificate, a grade must be given before the credential may be granted.

M The mark M (Missing) was used until 1980. It is similar to the NF and SF marks (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.

Revisions to 2014 Grading Policies and Procedures (Clean Version)

- NF The mark NF (Never Attended–Fail) denotes that the student neither attended any class session nor formally withdrew from the course. The NF mark 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 will be changed to a Z (fail) grade.
- NR The 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 a degree can be granted.
- SF The mark SF (Stopped Attending–Fail) denotes that the student stopped attending the course and did not formally withdraw. The SF mark 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. In the case of undergraduate courses taken pass/fail, the SF mark will be changed to a Z (fail) grade.
- T The mark T denotes student participation in a national or international academic exchange program and is not counted in computing grade point averages.
- TR The mark TR (Transfer) denotes accepted transfer coursework and is not counted in computing grade point averages.
- W The mark W (Withdrawal) denotes that the student has withdrawn from the university or from any individual course without evaluation. For courses in the College of Podiatric Medicine, this mark is given to students who withdraw prior to midterm exams.** The W mark is not 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 counted in computing grade point averages.
- WP The mark WP (Withdrawal–Pass) 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 passing status after seven weeks of course instruction.** The WP mark is not counted in computing grade point averages.

* A course receiving the AU, NF or SF mark is not applied toward a student's course load for financial aid and other purposes.

** Please refer to the College of Podiatric Medicine section in the University Catalog for procedures for withdrawal.

Grade/Mark-to-Grade Change Policy

With the exception of the IN, IP and NR marks, once grades or marks are submitted, they are final and will not be changed except in cases of administrative error. Grades will not be changed by allowing the students to do additional work (e.g., retaking exams; redoing papers; submitting extra credit papers, reports) or by using criteria other than those applied to all students in the class.

In the event of a possible administrative error, the students must contact the instructor as soon as possible following the awarding of the grade. If the instructor is not available, the department/school chair/director should be contacted.

Grade appeals for reasons other than administrative error must follow established policy and procedures for student academic complaints, see policies 4-02.3 for Kent Campus and 8-01.4 for regional campuses in the University Policy Register (www.kent.edu/policyreg).

Approved grade change requests for reasons other than removal of the IN, IP and NR marks must be submitted no later than the end of three consecutive terms after the grade was submitted or before the student's degree is posted officially to the permanent academic record, whichever comes first.* No challenge will be considered or adjustment made after that period. Deadline for removing the IN mark is noted in the Administrative Marks section above.

Revisions to 2014 Grading Policies and Procedures (Clean Version)

- * Request for a grade change in the College of Podiatric Medicine for posted scores (e.g., didactic exams, quizzes, lab practicals), course or rotation grades or other forms of evaluation must be submitted within seven calendar days of posting or receipt. All grade change requests for reasons other than removal of an F grade or an IN mark must be submitted within the first two weeks of the succeeding academic term. No challenge will be considered or adjustment made after that period.

Grade Point Average

Quality points are awarded on the following scale:

- Each hour of A equals 4.000 points
- Each hour of A- equals 3.700 points
- Each hour of B+ equals 3.300 points
- Each hour of B equals 3.000 points
- Each hour of B- equals 2.700 points
- Each hour of C+ equals 2.300 points
- Each hour of C equals 2.000 points
- Each hour of C- equals 1.700 points
- Each hour of D+ equals 1.300 points
- Each hour of D equals 1.000 point
- Each hour of F equals 0.000 points
- Each hour of NF equals 0.000 points
- Each hour of SF equals 0.000 points
- Each hour of U equals 0.000 points

A grade point average is determined by dividing the total number of points earned by the number of quality hours taken. Totals are extended to three decimal points and are not rounded up.

As an example, assume a student has completed 30 credit hours with a grade distribution of 3 hours of A, 3 hours of B, 3 hours of B-, 15 hours of C, 4 hours of D and 2 hours of F.

3 hours of A at 4 points per hour	12.000
3 hours of B at 3 points per hour	9.000
3 hours of B- at 2.7 points per hour	8.100
15 hours of C at 2 points per hour	30.000
4 hours of D at 1 point per hour	4.000
2 hours of F at 0 points per hour	0.000
Total Points	63.100

Dividing 63.100 by 30, a grade point average of 2.103 is obtained, which is slightly above a C average. Cumulative averages are computed by dividing the total quality points by the total quality hours. Grades of S, Y and Z are not included in grade point average.

Grade Reports

Final grades are reported at the close of each academic term and become a part of the students' permanent records. Grades are available in FlashLine.

Midterm Evaluation

A midterm (seventh week) evaluation is completed for all undergraduate freshmen. Midterm results are available to advisors and college/school/campus deans and will be used for counseling purposes when achievement is considered unsatisfactory (i.e., D or F quality). This evaluation will not be included as part of the students' academic transcripts. The midterm evaluation is available to freshmen in FlashLine.

Transcripts

The integrity of academic transcripts is fundamental to the validity of coursework and degrees certified by the university. Therefore, all student transcript entries (grades and other notations) are finalized when the degree is officially posted to the permanent academic record following the effective date of graduation (visit the University Registrar website for the degree-posting deadline).