



FACULTY SENATE

Faculty Senate Meeting Agenda

March 30, 2018

1:00 PM until adjournment

DSC A/B/C

- I. Welcome and Roll Call
- II. Review of Minutes
- III. Airing of Grievances (2 minute limit)
- IV. Introduction of New Topics (2 minute limit)
- V. Announcements
- VI. Election of Faculty Senate Catastrophic Leave Committee representative
- VII. Reports
 - A. Planning and Finance Committee - Rosalie Cheatham
 - B. Graduate Council – Brian Berry
 - C. Council on Core Curriculum and Policies – Belinda Blevins-Knabe
 - D. Undergraduate Council – Mike Tramel

VIII. Old Business

- A. **Motion FS_2018_2.** Executive Committee (Legislation. Majority Vote at One Meeting, no second required) Grades and Grading System changes

Be it resolved to adopt the following Policy on Grades (404.13) and supercede all prior legislation on grades (1968 LRU bulletin; repeated grades: 12/8/1983, 5/8/1975, 5/2/1973; credit/no credit: 5/2/1973; incomplete: 2/26/1987):

Undergraduate Grades

Permanent letter-grades are here indicated, together with the grade-point value of each grade:

- | | |
|-------------------------------------|----------------|
| A -- superior work | 4 grade points |
| B -- good work, above average | 3 grade points |
| C -- average work | 2 grade points |

D -- passing work, below average 1 grade point
F -- failing work 0 grade points

Graduate Grades¹

Permanent letter-grades are here indicated, together with the grade-point value of each grade:

A -- superior work 4 grade points
B -- average work 3 grade points
C -- unacceptable work 2 grade points
D -- failing work 1 grade point
F -- failing work 0 grade points

Other grading symbols:

Credit (CR) or No Credit (NC) may be given in certain courses instead of the usual letter grades.

A student may elect to take no more than one course each semester on a CR/NC basis if the course instructor concurs provided this agreement is established at the start of the course. This course may not be used to meet the general education requirements, major requirements, or minor requirements. Courses in which a department requires CR/NC grading are not included in this limitation. (5/2/1973)

W -- withdrawal after the drop date ~~during the early period of a course~~ (see Attendance and Withdrawal Policy, 404.4).

I -- incomplete course work

The designation, *I*, or incomplete, is appropriate where the instructor deems that circumstances beyond the student's control prevented timely completion of course requirements. The designation is given by the instructor only after consultation with the student and after the student has been informed in writing of the work to be completed and the date by which the work must be completed; additionally, a copy of the written notice must be filed with the department chairperson.

Expiration Date

The work must be completed and ~~the I converted by the instructor~~ must submit the change to the appropriate grade by the date grades are due during the next nine-month academic semester (fall or spring) for undergraduate courses, and within one year from the date grades were due for graduate courses. ~~The I will expire and be administratively changed to an F on the first business day following the above periods~~ If

¹ Grading at the William H. Bowen School of Law (the "Law School") is governed by the Law School's Academic Rules which comply with the American Bar Association Standards for the Accreditation of Law Schools. This section does not apply to the Law School.

the instructor does not convert the incomplete grade or submit an extension request within the allowable time frames the Incomplete grade will expire.

A request to extend the deadline to complete an I must be completed by the instructor and forwarded to the Office of Records and Registration prior to the Expiration Date. The extension request must include a specific date by which all course work will be completed, and this date will be the new Expiration Date.

Regardless of any extensions that may have been granted, an unconverted I grade will expire on the date that grades are due in a semester where the student has applied for graduation and be administratively changed to an F on the first business day following the date grades are due in the term immediately prior to graduation.

Once an I expires, it will be administratively converted to an F on a date to be set by the Registrar.

In Progress (IP) Grade - graduate only

The In Progress (IP) grade is distinct and different from the Incomplete (I) grade. An IP is used for thesis, dissertation, or other similar classes that have a time obligation that is longer than the traditional semester or session. IP indicates that the student is making satisfactory progress in that class. Students who do not make satisfactory progress will be granted no credit (NC). The IP grade is not calculated into the grade point average. In most cases upon the completion of the required work, the instructor will assign a grade of CR. An IP that has not been converted to a grade by the date that grades are due in a semester where the student has applied for graduation will be administratively converted to NC on a date to be set by the Registrar.

Repeated Grades (undergraduate only)

If a student repeats a course for credit, only the last occurrence of the course shall be counted toward credit hours or cumulative grade points, except in circumstances of academic integrity. The earlier grade will remain on the transcript with an "E" indicating exclusion from the grade point average. If there have been any changes in course numbers or titles, the student must obtain approval from the chairperson of the department offering the course to be assured it is an identical course. Once a degree has been awarded, a course included in that degree may not be repeated for credit.

Changing Grades

The course instructor has the responsibility for assigning grades. In the event that an instructor cannot issue a grade, the chair of the department offering the course may issue the grade, using whatever evidence is available.

Grades must be submitted to the Registrar by the date assigned in the academic calendar (see Calendar and Schedules Policy, 404.11). If the grade has not been entered by this deadline, the symbol MG (missing grade) shall be entered. Missing

grades should be changed to a final grade no later than three business days prior to the first day of classes in the subsequent academic term. ~~five business days after grades were due.~~

Grades may be changed through the Grade Appeal process, through the conversion of an Incomplete to a grade, through the conversion of an IP to a grade, ~~through the replacement of a repeated course,~~ and through the Grade Change Process.

Grade Change Process: Under some circumstances not covered by an Incomplete or In Progress, a grade may be changed by the course instructor through submission of a grade change request. The request must be reviewed by the chair of the department offering the course. ~~A grade may not be changed on the basis of a second final examination or additional course work undertaken or completed after the grade was issued.~~

Reporting Grades

The schedule and method of reporting grades to the student are determined by the Registrar's Office.

And be it resolved that the implementation date for the graduate grade change policy will be Fall 2019.

Commentary: Many changes have occurred in the Grades and Grading System since the last time the faculty reviewed them (LRU, 1968). Some of these changes can be seen in Faculty Senate legislation (e.g., the incomplete legislation, 2/26/1987), but many changes cannot be found in Faculty Senate legislation.

This legislation is intended to reconcile current practices and fix a few issues, such as Spring incomplete grades being resolved in the summer when faculty are off contract and issues related to resolving situations where grades have not been issued.

In the case of summer incompletes, the intent of this legislation is that those grades be resolved during the academic semester (fall, spring).

IX. New Business

- A. **Motion FS_2018_4.** Executive Committee (Legislation. Majority Vote at One Meeting, no second required) Final Exam Template

Be it resolved to replace the "Final Exam Template" legislation (12/5/2008) with (underline denotes addition, strikethrough denotes deletion):

Consultation Day will be the first business day after the last day of classes. Faculty should be available to consult with students during regular business hours (8:00 am - 4:00 pm).

Meetings and other required activities involving either students or faculty may not be scheduled on Consultation Day.

Final exams for the fall and spring semesters on the main campus will be scheduled during the period of five consecutive business days following consultation day, except for final exams in Math 1302 and 1321, which will be held on Consultation Day from 4:00pm - 6:00pm. ~~That the final exam schedule will remain constant.~~

All other final exams will be scheduled based on the Class Block:

	<u>If your class meets:</u>	<u>Then your final exam will be:</u>
<u>M, W, F Classes</u>	<u>8:00am MWF</u>	<u>W 8:00 - 10:00am</u>
	<u>9:00am MWF</u>	<u>F 8:00 - 10:00am</u>
	<u>10:00am MWF</u>	<u>W 10:30am - 12:30pm</u>
	<u>11:00am MWF</u>	<u>F 10:30am - 12:30pm</u>
	<u>12:15pm MWF</u>	<u>M 10:30am - 12:30pm</u>
	<u>1:40pm MWF</u>	<u>W 1:30pm - 3:30pm</u>
	<u>3:05 pm MWF</u>	<u>M 1:30pm - 3:30pm</u>
<u>T, R Classes</u>	<u>8:00am TR</u>	<u>R 8:00am - 10:00am</u>
	<u>9:25am TR</u>	<u>T 8:00am - 10:00am</u>
	<u>10:50am TR</u>	<u>R 10:30am - 12:30pm</u>
	<u>12:15pm TR</u>	<u>T 10:30am - 12:30pm</u>
	<u>1:40pm TR</u>	<u>R 1:30pm - 3:30pm</u>
	<u>3:05pm TR</u>	<u>T 1:30pm - 3:30pm</u>
<u>Evening Classes</u>	<u>4:30pm MWF or W only</u>	<u>W 4:00pm - 6:00pm</u>
	<u>4:30pm M only</u>	<u>M 4:00pm - 6:00pm</u>
	<u>4:30pm TR or R only</u>	<u>R 4:00pm - 6:00pm</u>
	<u>4:30pm T only</u>	<u>T 4:00pm - 6:00pm</u>
	<u>6:00pm MW or W only</u>	<u>W 6:00pm - 8:00pm</u>
	<u>6:00pm M only</u>	<u>M 6:00pm - 8:00pm</u>
	<u>6:00pm TR or T only</u>	<u>T 6:00pm - 8:00pm</u>
	<u>6:00pm R only</u>	<u>R 6:00pm - 8:00pm</u>

	<u>7:25pm MW</u>	<u>M 6:00pm - 8:00pm</u>
	<u>7:25pm TR</u>	<u>R 6:00pm - 8:00pm</u>
	<u>7:25pm T only</u>	<u>T 8:00pm - 10:00pm</u>
	<u>7:25pm W only</u>	<u>W 8:00pm - 10:00pm</u>
	<u>7:25pm R only</u>	<u>R 8:00pm - 10:00pm</u>
	<u>7:25pm M only</u>	<u>M 8:00pm - 10:00pm</u>
	<u>8:50pm TR</u>	<u>T 8:00pm - 10:00pm</u>
	<u>8:50pm MW</u>	<u>W 8:00pm - 10:00pm</u>

Classes which occupy more than one Class Block will use the earliest Class Block's Final exam time.

Commentary: When the class schedules changed, the final exam template needed to be updated. This legislation also defines consultation day. Although the practice on consultation day has been to reserve this time for consultation between faculty and students, there has been a trend to schedule activities on this day. In many cases, these practices interfere with the academic well-being of the students, so some reservation of faculty and student time is merited.

X. Open Forum

XI. Adjourn