Admissions & Academic Policy Committee
Proposal

Proposed Change: Addition of New Grading Symbol and Use of Symbol

Submitted: January 26, 2011
Submitted by: Office of the Registrar

The Office of the Registrar offers, for consideration, the following policy change:

CURRENT Practice: At the end of each semester an “I” grade (Incomplete) is assigned for each missing grade.

PROPOSED Change:
A new grading symbol of “NR” (Not Reported) will be assigned for each missing grade. The “NR” grade will not count in hours or GPA. The “NR” grade will not transition to any other grading symbol except via a completed Change of Grade Form. There will be no mass process associated with this grade. Instructors who own the missing grades will have ten working days after grades are due to submit the grades.

RATIONALE: “I” grades are defined in our catalog as a student-initiated grade. Applying “I”s to missing grades is not a student-initiated action. “I” grades revert to “F”s, unless changed, by the mid-point of the next semester. This can have serious repercussions on academic standing and financial aid.

The Office of the Registrar, in collaboration with the key faculty/staff members in each college, are working towards significantly lowering the percentage of missing grades each semester, however, we do understand there will always be special circumstances in which grades are not reported.

IMPLEMENTATION: If approved, this grade symbol would be used for Spring 2011. It becomes the responsibility of the Office of the Registrar to identify any NR grades and work with faculty/chairs/A-Deans/Deans to have these grade changes completed by the mid-point of the semester following the issue of the NR grade. (NR grades must be reportable in R3 or BW to allow for the Registrar to capture and disseminate this information.)