

UC Grading Policy Resolution June 7, 2011

Whereas, the Grading Policies Subcommittee (GPS) of the Faculty Senate Academic Affairs Committee (FSAAC) was charged to (a) review the current UC Grading Policies and Procedures, (b) benchmark UC grading policies and procedures with other Association of American Universities (AAU), and (c) make recommendations for revision to the FSAAC; and

Whereas, the GPS reviewed the grading policies and procedures of 15 universities that (a) were AAU members, (b) had grading policies accessible online, (c) were teaching and research institutions, and (d) were based on a semester system; and

Whereas, 4 of the 15 universities' grading policies were selected for the purpose of benchmarking the current UC grading policies, scales and definitions and this selection was based on the grading scale similarities and clarity of definitions; and

Whereas, the GPS, in collaboration with UC Registrar personnel, revised the UC grading policies, scales and definitions to enhance clarity for both student and faculty; and

Whereas, the final revisions included (a) the preamble, (b) reformatting of the grading scales with enhanced descriptors, (c) extensive editing of grade definitions to provide greater clarity and completeness, and (d) editing of quarter system to semester system terminology; therefore be it

Resolved, that the FSAAC recommends that the revised UC Grading Policy be accepted as the official UC Grading Policy beginning Autumn, 2012.

UC Grading Policy--Revised

Grades at the University of Cincinnati will be determined using the following considerations:

- Each instructor is responsible for the maintenance of high standards. The instructor's evaluation of the performance of each individual student is the final basis for assigning grades.
- Students have protection through orderly procedures against prejudiced or capricious academic evaluation. The method of grading by instructors must be made clear to students, and instructors may be required to justify disputed grades. At the same time, students are responsible for maintaining those reasonable standards of academic performance and classroom conduct conducive to the learning process, as established in each course in which they are enrolled.
- Pluses (+) and minuses (-) as appropriate to the grading scale are optional.
- The Registrar uses grades to compute both term and cumulative grade point averages (GPA) based upon the credit level of the courses taken.

Definitions of Undergraduate Grades and Marks

Grading policies and practices for the University are described below. Certain professional schools have approved differences in grading practices.

Grade Description

Quality

Points

A Work of excellent quality 4.0000

A- 3.6667

B+ 3.3333
B Work of good quality 3.0000
B- 2.6667
C+ 2.3333
C Work of satisfactory quality 2.0000
C- 1.6667
D+ 1.3333
D Work of poor, but passing quality 1.0000
D- Work of minimum passing quality 0.6667
F Failure to meet the minimum standards for passing the course - With full term participation 0.0000
P Pass N/A
U Unsatisfactory N/A
T Audit N/A
I Incomplete 0.0000
I/F Failure 0.0000
W Withdrawal (Official) – With participation N/A
WX Withdrawal (Official) - No participation N/A
UW Unofficial Withdrawal – With participation 0.0000
X Unofficial Withdrawal - No participation 0.0000
SP In Progress - Satisfactory progress N/A
UP In Progress - Unsatisfactory progress N/A
NP Not Proficient N/A
NG No Grade Reported (See Instructor) N/A

With the introduction of the “X” and “WX” grades specifically to denote non-participation, by definition all other

grades can be awarded only to students who have participated in the class in some way. (i.e., “A” through “F”, “P”, “U”, “T”, “I”, “I/F”, “W”, “UW”, “IP”, “IP/F”, “NP”, “NG” mark).

Explanations

I and I/F Incomplete and Incomplete/Failure. The incomplete grade is awarded as a final course grade (without grade point assignment) at the end of a term when a significant portion of course work has been satisfactorily completed, but not all of the course work has been completed. The incomplete grade is appropriate only when the completed course work is of passing quality and the student has had such hardship that completion of the remaining course work within the term timeline would present an additional hardship.

Completion of the remaining course work does not include attending course sessions in a subsequent term.

The instructor who assigns the incomplete grade may set a specific date (up to one year) by which the student must complete the remaining course work.

The student must work with the instructor to develop an agreement that indicates the date by which the remaining course work is to be completed and submitted to the instructor. The instructor is not obligated to provide the student with a full year to complete the remaining course work. If the

remaining course work is completed within the time period agreed upon by the instructor and the student, and that completion occurs within the one year, then the instructor will submit, to the Registrar's Office, a change of grade based on the quality of the remaining work. If no specific time for completion is set by the instructor, the student has one year (from the end of the term in which the incomplete was assigned) to complete the remaining course work. If the course-work is not completed within the one-year period (i.e., one year from the end of the term in which the "I" grade was assigned), the "I" grade automatically converts to an "I/F" grade.

The incomplete grade incurs no grade quality points (none) in the term following the assignment of the incomplete grade and is not calculated into the grade point average (GPA). Thereafter, zero (0.0000) grade quality points are assigned, and zero quality points are calculated into the GPA. After one year, if the incomplete grade has not been resolved, the "I" grade is converted to an "I/F" grade which carries zero (0.00) quality points and affects the student's GPA the same as the grade of "F".

T Audit. Students may elect to audit a course instead of receiving academic credit for a course up to the 7th calendar day of the term. Prior to the 7th calendar day of the term, a student may elect to take the course for credit. However, after the 7th calendar day of the term, the student will not be permitted to take the course for credit during that specific term.

The student must discuss the course-work expectations with the instructor (e.g., attendance only) prior to auditing the course. Students who audit a course will be designated with an "A" grade type on the class and grade lists. A passing audit grade ("T") should not be awarded automatically by the course instructor, but rather only if the student has participated in the course to the level of faculty expectation for passing the course. It is possible, and at times appropriate, for the instructor to assign a grade of "F" to a student who has failed the course by not meeting faculty expectations for participation. The "F" grade carries 0.000 quality points and is averaged into the grade point average if the course being audited carries credit hours. Students who audit a course must pay regular fees for the audited course. At the end of the term, the instructor should enter a grade of "T" for those students who have met course participation expectations.

P Pass. Given to those students who earned the equivalent "D-" grade or better in a designated Pass/Fail course.

U Unsatisfactory. Given to those students who did not earn the equivalent "D-" grade or better in a designated Pass/Fail course.

SP/UP "SP" In Progress-Satisfactory Progress and "UP" In Progress-Unsatisfactory Progress. The "SP" and "UP" grades are used only in designated courses approved by College committees to have an extended grading period. Students have one year to complete the course. If the "SP" or "UP" grade remains on the student's record at the end of one year after the SP/UP is submitted, these grades will change to the "I/F" (Failure) grade. The "I/F"

grade is calculated into the GPA like the "F" grade.

NP Not Proficient. The "NP" grade is used only for 1001-level and below English courses that require a level of proficiency to move through the sequence and that are approved by the appropriate College committees.

NG No Grade Reported. Online Class Grading requires instructors to enter either a valid grade or the "NG" mark for all students officially enrolled in the class by the close of Online Class Grading. For classes not graded by the close of Online Class Grading for the term, the Registrar's Office will record the "NG" mark for all students. Until the instructor submits a valid grade to replace the "NG", the "NG" mark will be associated with the class on the online grade report available to the student through the One Stop Student Services web site and will be printed on the student's official transcript. Students given a "NG" mark should contact the instructor for resolution.

WX Official withdrawal, Non-attendance/Participation. Given to those students who did not officially complete the withdrawal process but who did not attend any classes, did not submit any assigned work or participate in the class. Appears in the Online Class Grading roster as either "EW" or "W." The instructor may replace a "W" appearing on the Online Class Grading roster with a "WX" by clicking "no" participation for that student. An assignment of "WX" has no impact on the student's GPA. A "W" will appear on the student's online grade report and on the transcript. The "WX" recognizes the student's official withdrawal from the class and only records the fact of nonparticipation. Students who wish to withdraw from a course must officially complete the process per University guidelines; doing so is solely the student's responsibility. In doing so, the student should refer to the appropriate term's academic calendar posted at the Registrar's Office website, as the withdrawal process will vary according to the chosen withdrawal date.

UW Unofficial Withdrawal, partial Attendance/Participation. Given to those students who did not officially complete the withdrawal process; the lack of attendance and participation is the basis for a failing grade. The "UW" carries zero (0.00) quality points. It is calculated into the GPA like the "F" grade. Students who cease attending and participating at some point in the course or who never attend or participate in the course are considered to be "unofficially withdrawn students." These students will receive a "UW" or "X" grade. Both carry zero (0.00) quality points and are calculated into the GPA like the "F" grade.

X Unofficial Withdrawal, No Attendance/Participation. Given to those students who did not officially complete the withdrawal process and did not attend any classes, submit any assigned work or participate in the class. The "X" will appear on the transcript and will carry zero (0.00) quality points. It is calculated into the GPA like the "F" grade.

Students who are considering an official or unofficial withdrawal from a course should consult the university's policies and procedures and consider the implications of these actions with respect to financial planning including but not limited to financial aid, alternative loans and

other sources of tuition funding.

Federal funds are awarded to the student with the expectation that the student will complete the course(s) for which he or she has registered in a given term. When a student does not complete the course(s), then it is necessary for the University to review the aid amount awarded to the student based on the courses that the student has dropped or withdrawn. Student who completely withdraw from courses for any term are subject to the Return of Title IV (R2T4) refund calculation as dictated by federal regulations. Instructors approached by a student wishing to discuss withdrawal from one or more courses should refer the student to the One Stop Student Service Center for information related to the student's specific financial circumstances. Instructors are reminded that their final grade assignments must be based upon the student's academic performance in the course and must not take into account the financial aid and/or personal financial consequences of that grade assignment on the student.