

To: The Faculty

From: PPC; Ankita Deka, Matthew Haines (chair), Merilee Klemp, Joan Kunz, Marc McIntosh(Senate Rep)

Re: Faculty Handbook – Section 3.2.7 - second reading - revisions based on Dec 2017 Faculty Meeting suggestions

Date: 02.09.2018

### **Suggested revision to Section 3.2.7 Grades and Grade Changes - second reading with revisions**

#### **Comments on Suggested Changes:**

- A. The faculty approved the change of the 4-point grading scale to the A-F letter grades at the faculty meeting held on January 12, 2017. That language can be found on the Faculty Senate Moodle Page (faculty meetings) or on the Academic Affairs Orgs folder (faculty meetings).
- B. Many other college/university Faculty Handbooks do not state grading policies other than to state the authority of the faculty and then, if at all, to cite the catalogs. PPC suggests the same. Inevitably, referencing external documents for procedures/policy is a larger discussion. PPC believes in this instance, a reference to an external document is appropriate.
- C. Because the revisions are significant, they are not being presented with line-by-line struck language notation. Instead you see the language to be considered, the language from the December Faculty Meeting, and finally the language that is in the posted [2017 Faculty Handbook](#).

#### **Second Reading suggested replacement language - for consideration at Feb 14 Faculty Meeting**

**3.2.7 Grades and Grade Changes:** The Faculty of Augsburg University is in charge of general oversight of the academic program, including grades and grade changes. For current University policy on grades, see the University undergraduate and graduate catalogs. For procedure on grade change, see Section 15.1 of the Faculty Handbook.

#### **From Dec 6, 2017 Faculty meeting:**

##### **First Reading replacement language - version 3**

**3.2.7 Grades and Grade Changes:** As stated in 9.2.5.A.4.b.3 and 9.2.12.3, the Academic Affairs Committee and the Graduate Academic Affairs Committee, both Standing Committees of the Faculty are described in the Bylaws of the Constitution of the Faculty of Augsburg University as being in charge of general oversight of the academic program, including grades and grade changes. For current University policy on grades, see the University undergraduate and graduate catalogs. For procedure on grade change, see Section 15.1 of the Faculty Handbook or the Student Guide.

**“Current” 2017 FHB language:**

**3.2.7 Grades and Grade Changes.** [Note: The Augsburg University Faculty approved a new grading policy, effective fall 2017. Please refer to the university catalog for details of the new policy.] Grades should not be regarded by student or professor as ends in themselves. They serve to inform students of the extent of their own achievement and to indicate to college and university officials and to prospective employers something of what may be expected of the student in the future.

The general marking system ranges from 4.0 to 0.0 with definition as follows:

4.0 Achieves highest standards of excellence.

3.5

3.0 Achieves above basic course standards.

December 1, 2017

2.5

2.0 Meets basic standards for the course.

1.5

1.0 Performance below basic course standards.

0.5

0.0 Unacceptable performance (no credit for the course).

Most courses are also offered on a Pass/No Credit system, with “P” meaning “a grade of 2.0 or better” and “N” meaning “no credit and a grade of less than 2.0.” On the P/N grading system the grade is not computed in the grade point average.

In addition, grades of I and X are used. A grade of I (Incomplete) may be given only in case of an extreme emergency. To receive an I grade, a student must file a petition (normally prior to the

end of the course) with the Committee on Admissions and Student Standing stating the reasons for requesting it, the plan and date for removing it, and comments from the professor of the course. If permission to receive an I grade is granted, the Incomplete must be removed by the end of the following semester/trimester. A grade of X (Continuation) may be given for an Independent Study, Directed Study, or field work course that is to be spread over more than one term.

Professors are expected to inform their students, preferably in writing at the outset of the semester, of the criteria on which their work will be evaluated. The University does not prescribe any one grading philosophy (e.g., setting an absolute standard, setting a relative standard suggested by the performance of the class, etc.) as being appropriate to all courses. However, the

professor’s grading criteria should be defensible from both a personal philosophy and from the standards within the subject field or profession. Professors are strongly encouraged to make the assignment of grades above 2.0 truly representative of above basic standard performance.

University policy requires that the Registrar report each professor’s grade distribution to the

professor's department chair and to the Dean of Academic Affairs.

Faculty advisors have access to the transcript records of their students and are expected to exercise that access in a manner consistent with the provisions of the Family Educational Rights and Privacy Act of 1974. Course grades are not to be posted in public places, including office doors.

Grade Change Policy. Grade changes must be completed and submitted to the Office of the Registrar on a grade change form no later than the middle of the following regular semester (Day School) or trimester (Weekend and Graduate Programs).

Approved by Academic Affairs September 13, 1993.

Grade changes should be restricted to a correction of errors in grading and should not be completed as a result of the student providing additional material after the class has been graded

and recorded. The process for student appeal of grades is found in the student Guide.

Grade changes submitted for the completion of an incomplete ('I' grade) must be submitted by the end of the following regular semester (Day School) or trimester (Weekend and Graduate Programs). Grade changes submitted for the completion of extensions ('X' grade) must be completed within one year from the end of the class. (See Section 3.2.13 on Student Grievances.)