

University Senate  
October 8, 2007

“Missing Grade” Language Codification

At the Senate Council meeting on Monday, September 17, the SC unanimously voted to send the codification of the “missing grade” language in SR 5.1.6 to the Senate with a positive recommendation, to be effective immediately upon Senate approval.

***Recommendation: that the Senate approve the codification of the “missing grade” language in SR 5.1.6 and make the changes effective immediately without further codification.***

**Proposal:**

**I. Proposed rule change regarding missing grades**

**Background:** Currently, courses in progress and completed courses for which no grade has been reported are both designated by three asterisks (\*\*\*) on a student’s transcript. Under the new IRIS system, different marks must be used for different purposes. The Chair of the Senate Council advised the Senate in the Fall of 2006 that three dashes (---) would be used to signify “missing grade” and the three asterisks would continue to signify a course in progress. Below are changes to Rule 5.1.6 unanimously recommended by the Senate Rules and Elections Committee to implement that change. New language is indicated by underlining, deleted language is indicated by [brackets], and the column entitled “Notes” provides helpful background. A “clean” version follows this table.

| <b>Proposal</b>   | <b>Notes</b>   |
|---|--|
| <p><b>5.1.6 [REPORTING] FINAL GRADES</b></p> <p style="text-align: center;"><b><u>A Procedure for Reporting Final Grades</u></b></p> <p>The final grades shall be filed with the [University] Registrar[’s Office] within 72 hours <u>after</u> [of] the [scheduled] final examination <u>is administered</u> but in no case later than the date announced in the official University Calendar[,] prepared pursuant to Rule 2.1.0_ [except that for g] <u>Grades</u> and credit obtained by special examination shall be reported in accordance with [the] Rule[s] of the University Senate governing special examinations. (See Section II, 2.1.0 and Section V.,] 5.2.1.2.[)] (US: 9/20/93)</p> <p style="text-align: center;"><b><u>B Temporary Notations [5.1.3.7 Missing Grades]</u></b></p> | <p>Remove the word “Reporting” to use in new subpart A.</p> <p>Current Rule 5.1.6 would be redesignated 5.1.6(A) and modified as indicated.</p> <p>Current Rule 5.1.3.7 would be redesignated 5.1.6(B)(1) and modified as indicated.</p> |

| Proposal  | Notes  |
|---|--|
| <p style="text-align: center;"><b><u>1 Course in Progress:</u></b> *** appears in a grade report [when a grade has not been recorded for the class] prepared during the term in which the student is enrolled in the course. It is to be replaced by a final grade pursuant to Rule 5.1.6(A). The [University] Registrar[’s Office] shall notify all unit or program heads at the end of each semester, regarding [all missing] “Course in Progress” notations (***) [grades] in all [graduate, undergraduate and professional] courses offered by that unit or program. The unit or program head shall have six weeks from the date of notification by the Registrar to assign a grade in the course, [in consultation with the course instructor, if possible. The University Registrar will notify the student when his or her grade has been changed. Any appeals under this rule shall be taken to the Academic Ombud.] <u>If no change is made by the unit or program head, the “Course in Progress” notation (***) will be replaced with a “Missing Grade” notation (---), with further changes made pursuant to Rule 5.1.6(B)(2)</u></p> <p style="text-align: center;"><b><u>2 Missing Grade:</u></b> --- appears in a grade report when no grade has been reported to the Registrar either under Rule 5.1.6(A) or (B)(1). The Registrar shall notify all unit or program heads at the end of each semester or term regarding all “Missing Grade” notations (---) in all courses offered by that unit or program. <u>If a missing grade notation can be replaced with a grade, it should be done as promptly as possible.</u></p> <p style="text-align: center;"><b><u>3 Procedures for Changing Temporary Notations.</u></b> The unit or program head will consult, if possible, with the instructor of record for the course when assigning a grade under this rule. The Registrar shall notify the student at the student’s address of record of any assignment of a grade under this rule. Appeals shall be taken to the Academic Ombud.</p> | <p>The term “grade” has been replaced with “notation.”</p> <p>The language here has been moved to sub-part (3) to apply to any grade assigned to replace either a *** or --- notation.</p> <p>This part (2) is the new “triple dash” grade required by IRIS.</p> <p>The last sentence is new, and reflects current practice, as described by the Registrar, that these are worked on informally on a case-by-case basis.</p> |

“Clean” version

## 5.1.6 FINAL GRADES

### A Procedure for Reporting Final Grades

The final grades shall be filed with the Registrar within 72 hours after the final examination is administered, but in no case later than the date announced in the official University Calendar prepared pursuant to Rule 2.1.0. Grades and credit obtained by special examination shall be reported in accordance with Rule 5.2.1.2. (US: 9/20/93)

### B Temporary Notations

**1 Course in Progress:** \*\*\* appears in a grade report prepared during the term in which the student is enrolled in the course. It is to be replaced by a final grade pursuant to Rule 5.1.6(A). The Registrar shall notify all unit or program heads at the end of each semester, regarding “Course in Progress” notations (\*\*\*) in all courses offered by that unit or program. The unit or program head shall have six weeks from the date of notification by the Registrar to assign a grade in the course. If no change is made by the unit or program head, the “Course in Progress” notation (\*\*\*) will be replaced with a “Missing Grade” notation (---), with further changes made pursuant to Rule 5.1.6(B)(2).

**2 Missing Grade:** --- appears in a grade report when no grade has been reported to the Registrar either under Rule 5.1.6(A) or (B)(1). The Registrar shall notify all unit or program heads at the end of each semester or term regarding all “Missing Grade” notations (---) in all courses offered by that unit or program. If a missing grade notation can be replaced with a grade, it should be done as promptly as possible.

**3 Procedures for Changing Temporary Notations.** The unit or program head will consult, if possible, with the instructor of record for the course when assigning a grade under this rule. The Registrar shall notify the student at the student’s address of record of any assignment of a grade under this rule. Appeals shall be taken to the Academic Ombud.