

**3359-20-051 Grading system, discipline, academic probation and dismissal.**

**(A) Faculty grade records.**

- (1) The faculty member is expected to maintain a careful and orderly record of each student's academic performance in each class. The records may be maintained in grade books provided by the university and all such records are the property of the university. When a faculty member leaves the employ of the university, or accumulates grade records no longer needed, these records should be surrendered to the department chair for disposition.
- (2) The faculty member's grade records must be legible, understandable, and complete, as they are the ultimate information in case of questions concerning a student's or a former student's academic performance.

**(B) Reporting grades.**

- (1) At midterm, all students earning D's or F's in courses designated by the dean of university college will receive a grade report during the ninth week of the term.
- (2) At the time for reporting final grades, the registrar provides each faculty member with appropriate instructions for the reporting of grades.

**(C) Grading system.**

- (1) Grades, as listed below, are used to indicate academic performance. Overall scholastic averages are computed on a quality point ratio basis, wherein the sum of the quality points earned is divided by the sum of the credits attempted. The quality point value per credit for each letter grade is shown in the following table:

| <u>Grade</u> | <u>Quality<br/>points<br/>per credit</u> | <u>Grade</u>                 | <u>Quality<br/>points<br/>per credit</u> |
|--------------|--|------------------------------|--|
| A            | 4.0                                      | D-                           | 0.7                                      |
| A-           | 3.7                                      | F                            | 0.0                                      |
| B+           | 3.3                                      | I (Incomplete)               | 0.0                                      |
| B            | 3.0                                      | IP (In progress)             | 0.0                                      |
| B-           | 2.7                                      | CR (Credit)                  | 0.0                                      |
| C+           | 2.3                                      | NC (Noncredit)               | 0.0                                      |
| C            | 2.0                                      | PI (Permanent<br>Incomplete) | 0.0                                      |

| <u>Grade</u> | <u>Quality<br/>points<br/>per credit</u> | <u>Grade</u>               | <u>Quality<br/>points<br/>per credit</u> |
|--------------|--|----------------------------|--|
| C-           | 1.7                                      | AUD (Audit)                | 0.0                                      |
| D+           | 1.3                                      | NGR (No grade<br>reported) | 0.0                                      |
| D            | 1.0                                      | INV (Invalid)              | 0.0                                      |
|              |  | WD (Withdraw)              |  |

- (2) Incomplete (I) means that the student has done passing work in the course, but some part of the work is, for good and acceptable reason, not complete at the end of the term. Failure to complete the work by the end of the following semester (not summer session, except in Engineering) converts the Incomplete (I) to an F. When the work is satisfactorily completed within the allotted time, the Incomplete (I) is converted to whatever grade the student has earned.

It is the responsibility of the student to make up the incomplete work. The faculty member should submit the new grade to the registrar's office on a change of grade form, which is available from each dean's office. If the instructor wishes to extend the (I) grade beyond the following term for which the student is registered, the instructor should submit an incomplete extension form, which is available from each collegiate dean's office, before the end of the semester.

- (3) In progress "IP" means that the student has not completed the scheduled course work during the semester because the nature of the course does not permit completion within a single semester, such as work toward a thesis. An "IP" grade should be assigned only in graduate courses.
- (4) Credit "CR" means that a student has shown college level competence by satisfactorily pursuing a regular university course under the credit/noncredit registration option. An undergraduate student who has completed at least fifty percent of the work toward a degree, or a postbaccalaureate student, may request permission from the adviser to register for selected courses on a credit/noncredit basis.

A Noncredit "NC" is assigned if the work pursued under this option is unsatisfactory. The student may secure information about this option from an adviser or from the university's "General Bulletin".

- (5) Permanent Incomplete "PI" means that the student's instructor and the instructor's dean may for special reasons authorize the change of an I to a PI.
- (6) No grade reported "NGR" indicates that at the time grades were processed

for the current issue of the record, no grade had been reported by the instructor.

- (7) Invalid "INV" indicates the grade reported by the instructor of the course was improperly noted and thus unacceptable for proper processing.
- (D) Dropping and withdrawing students from classes.
- (1) A student may withdraw from a course without an adviser's or course instructor's signature through the fourteenth day of a semester or comparable dates during summer session, intersession, etc. After the fourteenth day of a semester, and up to the midpoint of a semester, a student may withdraw from a course with the signature of the student's adviser.
  - (2) After the midpoint of a semester, a student must have the signature of both the course instructor and the adviser. Such authorization must be dated and processed through the offices of the registrar and cashier no later than the last day of the twelfth week of classes or comparable dates during summer session, intersession, etc.
  - (3) Should the instructor or the adviser refuse to sign the withdrawal form, the student may appeal to the dean of the student's college, who shall make the final decision after consultation with the instructor or adviser who declined to approve the withdrawal.
  - (4) An approved withdrawal will be indicated on the university official academic record by a "WD." A student who leaves a course without going through the withdrawal procedure will be given a grade of "F."
- (E) Changing grades.
- (1) A faculty member who because of an error wishes to change a final grade already awarded to a student must submit a written request on the change of grade form for that change to the dean of the university college for general studies courses, or to the faculty member's dean for other courses. The dean notifies the faculty member and the registrar of the decision.
  - (2) Re-examination for the purpose of raising a grade is not permitted.
- (F) Course credit by examination.
- (1) Qualified students may obtain credit for subjects not taken in a course by passing special examinations. The grade obtained is recorded on the student's permanent record and counts as work attempted whenever quality ratio calculations are made.

- (2) Any student desiring to take special examinations for credit, before beginning to study for the examination and before asking the course instructor for direction, must first receive permission from both the student's dean and the dean under whose jurisdiction the course is listed. After permission is granted, the student prepares for the special examination without faculty assistance. Faculty members may describe only the objectives of the course and the work to be covered. The examination must be comprehensive and demand more from the student than is expected on a regular final examination in the course. The faculty member will file copies of the examination and the student's answers with the faculty member's dean.
- (3) Credit by examination is not allowed during a student's last semester before graduation.

(G) Exemption from required courses.

Qualified students may be exempted from courses by examination, testing, or other means approved by the college faculty in which the course is offered.

(H) Faculty tutoring.

If a faculty member tutors a student in a credit course, the student's examination and other performance in the course must be planned and evaluated by another faculty member or by an approved faculty member from another university.

(I) Repeating courses.

Any course may be repeated twice by an undergraduate student subject to the following conditions (effective for all new students entering for the fall 1991 and for all other university students beginning fall 1992):

- (1) To secure a grade ("A-F") or a grade of "NC", "CR" or "AUD", a student may repeat a course in which the previously received grade was "C-", "D + ", "D", "D-", "F", "AUD" or "NC". Registration under the "CR/NC" option is subject to the restrictions in the "CR./NC" policy.
- (2) With the dean's permission, a student may substitute another course if the previous course is no longer offered. Courses must be repeated at the university of Akron.
- (3) Grades for all attempts at a course will appear on the student's official academic record.
- (4) Only the grade for the last attempt will be used in the grade point average

- (5) All grades for attempts at a course will be used in grade point calculation for the purpose of determining graduation with honors and class standing.
  - (6) For purposes of this section, credit for this course or equivalent will apply only once toward meeting degree requirements.
- (J) Probation, probation, and dismissal.
- (1) An undergraduate student who carries twelve or more credit hours during a semester and earns a quality point average of 3.25 or better is listed on the dean's list of the student's college.
  - (2) An undergraduate student who ~~falls~~ fails to maintain a total quality point ratio of 2.0 is on academic probation and is subject to such academic discipline as may be imposed by the dean of the student's college.
  - (3) Probation is a warning to the student whose academic record is unsatisfactory and who is in danger of being dismissed from the university. A student may, however, be dismissed without having previously been placed on probation.
  - (4) Students dismissed from the university are not eligible to register for any credit courses. They may, however, enroll for noncredit work. Readmission may be granted by the dean of the college from which the student was dismissed. If the student wishes to re-enter a college other than the one from which the student was dismissed, the student must apply to the dean of the university college for permission to re-enter the university.
  - (5) Students dismissed from the university for reasons other than failure to meet academic standards are readmitted by action of the president only.
- (K) Auditing courses.
- A student choosing to audit a course must elect to do so at the time of registration. The student pays the enrollment fee and may be expected to do the work prescribed for students taking the course for credit, except that of taking the examination. Any faculty member may initiate withdrawal for a student not meeting these expectations.
- (L) Scheduling field trips.
- The university encourages faculty members to arrange worthwhile field trips which they believe will add substantially to the course they teach. Before, scheduling a field trip which is not listed in the university "General Bulletin" as

an integral part of the course, faculty members should receive approval from their dean. The request for approval should state the name and number of the course, the number of students and faculty members making the trip, the nature of the trip, the destination and the time required for the trip. If students will miss other classes, they must consult their instructors so that work missed because of an approved trip can be made up. Faculty members should contact the purchasing department about insurance coverage.

(M) Dealing with dishonesty.

- (1) The university reserves the right to discipline any student found guilty of misconduct under the provisions of the student disciplinary procedures. The student's dean shall refer the matter to the ~~associate provost-associate vice president of~~ for student affairs or a designated representative of that office to investigate the alleged misconduct. If the investigation establishes probable guilt, the student will be subject to a hearing under the provisions of the student disciplinary procedures and, if found guilty, will be appropriately disciplined.
- (2) A faculty member who has evidence that a student has cheated in any term papers, theses, examinations or daily work shall report the student to the department chair who in turn shall report the matter to the student's dean. Faculty members should be familiar with this student disciplinary procedures in order to protect the rights of students seemed of academic dishonesty or other misconduct.
- (3) All tests and examinations shall be proctored except in colleges of the university with honors systems which have been approved by the faculty senate.
- (4) Members of the faculty of the school of law should consult with their dean as to procedures under the honor system of that school. Faculty members should become familiar with the student disciplinary procedures and the school of law honor system.

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Certification: \_\_\_\_\_  
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