

UNIVERSITY POLICY STATEMENTS RELATED TO FINAL GRADE REPORTING

Revised Incomplete Authorized (I) and Incomplete Charged (IC) - UPS 300.017 states that “an Incomplete must be made up within one year following the end of the term in which it was assigned.” **Therefore, students who receive “I” grades this semester have until August 5, 2016, to complete their requirements.** If the student does not complete the required work within the allowed time limit, the grade symbol “IC” (Incomplete Charged) replaces the “I” and is counted as a failing grade for the grade point average. The “IC” grade replaces the “F” that was formerly awarded under these circumstances. In cases where an Incomplete is inappropriate necessitating extension of course requirements beyond the close of a term (e.g. thesis or project courses), use of the “RP” symbol for “Report in Progress” is required. The symbol “RP” replaces the previously used symbol of “SP”.

Report in Progress (RP) grade - The RP symbol is used with thesis, project or similar courses that extend beyond one academic term. It indicates that work is in progress, and has been evaluated and found to be satisfactory to date, but that assignment of a final grade must await completion of additional course work.

Withdrawal Unauthorized-Issuance of (WU) Grade - UPS 300.018 states that “When the student has not withdrawn from a class in the manner described in UPS 300.106 (officially withdrawn), and there is no clear indication of the student’s academic performance in the class, the instructor may assign the administrative grade of WU-withdrawal unauthorized.” The symbol “WU” replaces the previously used symbol of “U”. This policy also states that “The instructor shall report the last known date of attendance by the student.” As part of the online grading process, you will be prompted to report the last date of attendance for students receiving the grade “WU”.

Academic Dishonesty - Although the UPS on Academic Dishonesty has been in effect since January 1979, I have been instructed to include information on how academic dishonesty relates to assigning final grades. According to UPS 300.021, if an instructor is convinced that a student is guilty of academic dishonesty, and has attempted to talk with the student involved, the instructor should assign an appropriate academic penalty. Such action “may range from a reprimand to an F in the course. To the extent that the faculty member considers the academic dishonesty to manifest the student’s lack of scholarship and to reflect on the student’s academic performance and academic integrity in a course, the student’s grade should be adversely affected.”

Repetition of Course - UPS 300.015, in part, states that “the repetition of course policy shall not be applicable for courses in which a C- or lower was given for disciplinary reasons.” If you do assign a C- or lower for disciplinary reasons, please inform the Registrar’s Office so the repeat policy will not be applied to the student’s academic record at some future date.

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