Temporary Grades

Temporary grades are placeholders that are assigned under defined circumstances with a specified deadline by which they will be replaced with a permanent grade. A student who receives a temporary grade is ineligible for the Dean’s List.

M: Missing a Final Examination

The grade $M$ is given to a student who misses a final examination and is not known to have defaulted in the course, unless the student could not have passed the course even with the final examination, in which case the grade $F$ is given. The course grade of a student known to have defaulted on a final examination is computed on the basis of a score of zero for the final examination. It is the responsibility of the student who misses a final examination to present an excuse to the dean immediately. If the excuse is considered adequate, the grade $M$ is authorized. In the event that an excuse is not presented to the dean before the first day of the makeup examination period in the next semester, the grade in the course becomes an $F$. This action is taken regardless of whether the student is in residence the following semester.

A student who secures authorization for an absence at the proper time is obliged to take a makeup examination during the first full week of the next semester, provided the student is in residence. It is the student’s responsibility to contact the Office of the Dean (311 Kirkland Hall) before the second day of classes to schedule the makeup. If the student is not in residence, the grade $M$ must be removed by a makeup examination given within a maximum period of one year from the date of the missed examination and during one of the regular makeup examination periods. Otherwise, the $M$ becomes an $F$ by default. Any student who has sufficient reason for retaining the $M$ grade for longer than the period allotted or for taking the makeup examination at a special time may petition the Administrative Committee for permission. The grade $M$ is counted as an $F$ in calculating the grade point average until it is replaced with a permanent grade.

I: Incomplete

Essays, book reviews, laboratory reports, etc. must be submitted no later than the last regular class meeting of the semester or at an earlier date if so specified by an instructor in a particular course. Students are required to make up quizzes or examinations missed during the semester with an authorized excuse by no later than the last class day of the semester (not the date of the final examination). The grade of any student not complying with this schedule is computed on the basis of the grade zero for the missing work, unless an extension is granted by the dean upon petition by the student, with the endorsement of the instructor. These petitions must be presented on a day prior to the date on which the work is due.

Students for whom extensions have been authorized receive the temporary grade $I$ (incomplete), which is removed at the end of the extension period. If the missing work is not completed at this time, it is computed as zero and a final grade is assigned. The grade for a student who misses a final examination and whose work is also incomplete in other respects is
reported as MI. This grade may not be turned in without prior authorization by the dean. The grade I is counted as an F in calculating the grade point average until it is replaced with a permanent grade.

The grade of I is given only under extenuating circumstances and only when a significant body of satisfactory work has been completed in a course. The I is not intended as a replacement for a failing grade, nor should it be assigned if a student simply misses the final examination. The grade of M is used for the latter purpose. The grade for a student who misses a final examination and whose work is also incomplete in other respects is reported as MI. The request for an I is generally initiated by the student but must be approved and assigned by the instructor. When assigning an Incomplete, the instructor specifies (a) a deadline by which the I must be resolved and replaced by a permanent grade and (b) a default course grade that counts the missing work as zero. The deadline may be no later than the end of the next regular semester. The Incomplete can be extended beyond the next semester only if the student’s Associate Dean determines that an extension is warranted. If the required work is submitted by the deadline for removing the Incomplete, the I will be replaced by the grade earned. If the work is not completed by the deadline, the default grade will become the permanent grade for the course.

The Incomplete is not calculated in the GPA, but a student who receives an Incomplete is ineligible for the Dean’s List.

MI: Missing a Final Examination and Other Work

The grade for a student who misses a final examination and whose work is also incomplete in other respects is reported as MI. This grade may not be turned in without prior authorization by the dean. It is the student’s responsibility to contact the Office of the Dean (311 Kirkland Hall) to request permission to take a makeup examination and to arrange for the submission of the missing work. The grade I is counted as an F in calculating the grade point average until it is replaced with a permanent grade.

E: Condition

An instructor may give the grade E (condition) in a course when in the instructor’s judgment (a) the work represents a borderline case and additional evidence is necessary to determine whether the student should be given the grade D— or F or (b) the results of the final examination are such that they reduce the student’s average in a course from passing to slightly below passing. But if the examination grade reduces the student’s average to considerably below passing, the student will receive the grade F. The grade E must be removed during the regular makeup examination period of the student’s next semester in residence or it becomes an F by default. A student who takes a reexamination to remove an E will receive the final grade D— or F in the course, depending on whether the grade on the second examination is passing or failing. Only one reexamination is allowed to replace the grade E.
Temporary Grades

Temporary grades are placeholders that are assigned under defined circumstances with a specified deadline by which they will be replaced with a permanent grade. A student who receives a temporary grade is ineligible for the Dean’s List.

M: Missing a Final Examination

The grade M is given to a student who misses a final examination and is not known to have defaulted in the course, unless the student could not have passed the course even with the final examination, in which case the grade F is given. The course grade of a student known to have defaulted on a final examination is computed on the basis of a score of zero for the final examination. It is the responsibility of the student who misses a final examination to present an excuse to the dean immediately. If the excuse is considered adequate, the grade M is authorized.

A student who secures authorization for an absence at the proper time is obliged to take a makeup examination during the first full week of the next semester, provided the student is in residence. It is the student’s responsibility to contact the Office of the Dean (311 Kirkland Hall) before the second day of classes to schedule the makeup. If the student is not in residence, the grade M must be removed by a makeup examination given within a maximum period of one year from the date of the missed examination and during one of the regular makeup examination periods. Otherwise, the M becomes an F by default. Any student who has sufficient reason for retaining the M grade for longer than the period allotted or for taking the makeup examination at a special time may petition an Associate Dean of Arts and Science for permission.

I: Incomplete

The grade of I is given only under extenuating circumstances and only when a significant body of satisfactory work has been completed in a course. The I is not intended as a replacement for a failing grade, nor should it be assigned if a student simply misses the final examination. The grade of M is used for the latter purpose. The grade for a student who misses a final examination and whose work is also incomplete in other respects is reported as MI. The request for an I is generally initiated by the student but must be approved and assigned by the instructor. When assigning an Incomplete, the instructor specifies (a) a deadline by which the I must be resolved and replaced by a permanent grade and (b) a default course grade that counts the missing work as zero. The deadline may be no later than the end of the next regular semester. The Incomplete can be extended beyond the next semester only if the student’s Associate Dean determines that an extension is warranted. If the required work is submitted by the deadline for removing the Incomplete, the I will be replaced by the grade earned. If the work is not completed by the deadline, the default grade will become the permanent grade for the course.

The Incomplete is not calculated in the GPA, but a student who receives an Incomplete is ineligible for the Dean’s List.

MI: Missing a Final Examination and Other Work
The grade for a student who misses a final examination and whose work is also incomplete in other respects is reported as MI. This grade may not be turned in without prior authorization by the dean. It is the student’s responsibility to contact the Office of the Dean (311 Kirkland Hall) to request permission to take a makeup examination and to arrange for the submission of the missing work.
Hi Jonathan: Here is my CASP statement for Faculty Council regarding Temporary Grades.

I am pleased to report that CASP has voted unanimously in favor of passing the new wording and policy about A&S Temporary Grades that are contained in the proposed revised A & S policy on Temporary Grades. We on CASP have reviewed all the helpful documentation that Dean Bergquist provided about this matter to facilitate our decision. We find all the revisions to be reasonable and worthwhile, and we thank Dean Bergquist for her work.

Thank you,
Kathy Gaca, Chair of CASP
Associate Professor of Classics

Dear Francille (cc Jonathan Bremer and Michael Muise): Greetings. I am happy to report that CASP has voted unanimously in favor of passing the new wording and policy about A&S Temporary Grades that are contained in the attached ProposedTemporaryGradesUGCat.doc.

We on CASP have all reviewed all the documentation that you provided. We find all the proposed revisions to be reasonable and worthwhile. Thank you very much, Francille, for your careful documentation and the clear explanation in your Memo (a copy of this memo is pasted below).

Would you please have one of your Administrative Assistants update the ProposedTemporaryGradesUGCat.doc so that all the preliminary editorial marks are removed? Then would you please have the clean copy version of this document forwarded to Jonathan, so that he has the needed documents to bring this item before Faculty Council at their next meeting?

Thank you very much,
Kathy Gaca, CASP Chair
March 31, 2008

TO: Kathy Gaca, Chair, CASP

FROM: M. Francille Bergquist, Associate Dean

SUBJECT: Proposed changes to legislation regarding temporary grades

Over the past two years, an ad hoc committee consisting of an associate dean and a faculty member from the four undergraduate schools has been meeting to address inconsistencies in academic policies and procedures across the schools. In some cases, we have found that these inconsistencies were merely cosmetic and needed only a rewording to bring them into line. However, the issue of temporary grades (Incompletes, Missing a final exam, Missing the final with Incomplete work) was a bit more involved and requires review and approval by the appropriate committee and the faculty of each of the schools.

Attachment A is a copy of the current policy as written in the current Undergraduate Catalog, pages 170-171.

Attachment B contains the highlighted proposed changes to the current policy (the gray indicates portions to delete; the yellow indicates portions to add). There are several changes that are syntactical only but there are two very important substantive changes.

1) The instructor will decide if an Incomplete is warranted and will assign a default grade that will be given if the missing work is not turned in by a time determined by the instructor and the student. The absolute deadline is the end of the following semester.

2) The temporary grades will not be computed as "F" in the student's grade point average pending submission of the final grade. This is a major change for A&S since Peabody and Engineering have not counted these temporary grades as "F" all along.

One other significant change is to delete completely the notion of the grade of "E". It has not been used in some time and really does not accomplish anything that is not covered by the other temporary grades.
ATTACHMENT B

For new text for the 2008/2009 Undergraduate Catalog
Gray highlights indicate deletions; yellow indicate additions/changes

Temporary Grades

Temporary grades are placeholders that are assigned under defined circumstances with a specified deadline by which they will be replaced with a permanent grade. A student who receives a temporary grade is ineligible for the Dean’s List.

M: Missing a Final Examination

The grade M is given to a student who misses a final examination and is not known to have defaulted in the course, unless the student could not have passed the course even with the final examination, in which case the grade F is given. The course grade of a student known to have defaulted on a final examination is computed on the basis of a score of zero for the final examination. It is the responsibility of the student who misses a final examination to present an excuse to the dean immediately. If the excuse is considered adequate, the grade M is authorized.

In the event that an excuse is not presented to the dean before the first day of the makeup examination period in the next semester, the grade in the course becomes an F. This action is taken regardless of whether the student is in residence the following semester.

A student who secures authorization for an absence at the proper time is obliged to take a makeup examination during the first full week of the next semester, provided the student is in residence. It is the student’s responsibility to contact the Office of the Dean (311 Kirkland Hall) before the second day of classes to schedule the makeup. If the student is not in residence, the grade M must be removed by a makeup examination given within a maximum period of one year from the date of the missed examination and during one of the regular makeup examination periods. Otherwise, the M becomes an F by default. Any student who has sufficient reason for retaining the M grade for longer than the period allotted or for taking the makeup examination at a special time may petition the Administrative Committee for permission. The grade M is counted as an F in calculating the grade point average until it is replaced with a permanent grade.

I: Incomplete

Essays, book reviews, laboratory reports, etc. must be submitted no later than the last regular class meeting of the semester or at an earlier date if so specified by an instructor in a particular course. Students are required to make up quizzes or examinations missed during the semester with an authorized excuse by no later than the last class day of the semester (not the date of the final examination). The grade of any student not complying with this schedule is computed on the basis of the grade zero for the missing work, unless an extension is granted by the dean upon petition by the student, with the endorsement of the instructor. These petitions must be presented on a day prior to the date on which the work is due.

Students for whom extensions have been authorized receive the temporary grade I (incomplete), which is removed at the end of the extension period. If the missing work is not
completed at this time, it is computed as zero and a final grade is assigned. The grade for a student who misses a final examination and whose work is also incomplete in other respects is reported as MI. This grade may not be turned in without prior authorization by the dean. The grade I is counted as an F in calculating the grade point average until it is replaced with a permanent grade.

The grade of I is given only under extenuating circumstances and only when a significant body of satisfactory work has been completed in a course. The I is not intended as a replacement for a failing grade, nor should it be assigned if a student simply misses the final examination. The grade of M is used for the latter purpose. The grade for a student who misses a final examination and whose work is also incomplete in other respects is reported as MI. The request for an I is generally initiated by the student but must be approved and assigned by the instructor. When assigning an Incomplete, the instructor specifies (a) a deadline by which the I must be resolved and replaced by a permanent grade and (b) a default course grade that counts the missing work as zero. The deadline may be no later than the end of the next regular semester. The Incomplete can be extended beyond the next semester only if the student’s Associate Dean determines that an extension is warranted. If the required work is submitted by the deadline for removing the Incomplete, the I will be replaced by the grade earned. If the work is not completed by the deadline, the default grade will become the permanent grade for the course.

The Incomplete is not calculated in the GPA, but a student who receives an Incomplete is ineligible for the Dean’s List.

MI: Missing a Final Examination and Other Work

The grade for a student who misses a final examination and whose work is also incomplete in other respects is reported as MI. This grade may not be turned in without prior authorization by the dean. It is the student’s responsibility to contact the Office of the Dean (311 Kirkland Hall) to request permission to take a makeup examination and to arrange for the submission of the missing work. The grade I is counted as an F in calculating the grade point average until it is replaced with a permanent grade.

E: Condition

An instructor may give the grade E (condition) in a course when in the instructor’s judgment (a) the work represents a borderline case and additional evidence is necessary to determine whether the student should be given the grade D or F or (b) the results of the final examination are such that they reduce the student’s average in a course from passing to slightly below passing. But if the examination grade reduces the student’s average to considerably below passing, the student will receive the grade F. The grade E must be removed during the regular makeup examination period of the student’s next semester in residence or it becomes an F by default. A student who takes a reexamination to remove an E will receive the final grade D or F in the course, depending on whether the grade on the second examination is passing or failing. Only one reexamination is allowed to replace the grade E.
ATTACHMENT B

For new text for the 2008/2009 Undergraduate Catalog

Temporary Grades

Temporary grades are placeholders that are assigned under defined circumstances with a specified deadline by which they will be replaced with a permanent grade. A student who receives a temporary grade is ineligible for the Dean’s List.

M: Missing a Final Examination

The grade $M$ is given to a student who misses a final examination and is not known to have defaulted in the course, unless the student could not have passed the course even with the final examination, in which case the grade $F$ is given. The course grade of a student known to have defaulted on a final examination is computed on the basis of a score of zero for the final examination. It is the responsibility of the student who misses a final examination to present an excuse to the dean immediately. If the excuse is considered adequate, the grade $M$ is authorized.

A student who secures authorization for an absence at the proper time is obliged to take a makeup examination during the first full week of the next semester, provided the student is in residence. It is the student’s responsibility to contact the Office of the Dean (311 Kirkland Hall) before the second day of classes to schedule the makeup. If the student is not in residence, the grade $M$ must be removed by a makeup examination given within a maximum period of one year from the date of the missed examination and during one of the regular makeup examination periods. Otherwise, the $M$ becomes an $F$ by default. Any student who has sufficient reason for retaining the $M$ grade for longer than the period allotted or for taking the makeup examination at a special time may petition the Associate Dean for permission.

I: Incomplete

The grade of $I$ is given only under extenuating circumstances and only when a significant body of satisfactory work has been completed in a course. The $I$ is not intended as a replacement for a failing grade, nor should it be assigned if a student simply misses the final examination. The grade of $M$ is used for the latter purpose. The grade for a student who misses a final examination and whose work is also incomplete in other respects is reported as $MI$. The request for an $I$ is generally initiated by the student but must be approved and assigned by the instructor. When assigning an Incomplete, the instructor specifies (a) a deadline by which the $I$ must be resolved and replaced by a permanent grade and (b) a default course grade that counts the missing work as zero. The deadline may be no later than the end of the next regular semester. The Incomplete can be extended beyond the next semester only if the student’s Associate Dean determines that an extension is warranted. If the required work is submitted by the deadline for removing the Incomplete, the $I$ will be replaced by the grade earned. If the work is not completed by the deadline, the default grade will become the permanent grade for the course.

The Incomplete is not calculated in the GPA, but a student who receives an Incomplete is ineligible for the Dean’s List.
MI: *Missing a Final Examination and Other Work*

The grade for a student who misses a final examination and whose work is also incomplete in other respects is reported as *MI*. This grade may not be turned in without prior authorization by the dean. It is the student’s responsibility to contact the Office of the Dean (311 Kirkland Hall) to request permission to take a makeup examination and to arrange for the submission of the missing work.