

# V. GRADING PROCEDURES

The essential purpose of grades is to differentiate accurately and appropriately between the students as to achievement in a particular course. An instructor must exercise great care in determining final grades of the student.

## A. Grades

Term grades are submitted on-line and are due after the final examination period as specified in the appropriate class schedule so the necessary processing can be completed before the next semester/term. An electronic announcement will be sent to the faculty indicating the deadline for submission of grades. Grades not submitted by the deadline will be recorded as "NR" (not recorded). Timely submission of final grades is a basic faculty responsibility. Faculty failures to meet this deadline impacts students negatively.

After the deadline, grades or grade changes must be submitted using the formal paper process on a "Change of Recorded Grade" form.

## B. Grades and Grade Points

1. The following symbols and their values are used in grading except for the School of Law.

Symbols	Meaning	Grade Points Per	Hour of Credit
A		Excellent	4
B		Well above average	3
C		Average	2
D		Below average but passing	1
F		*Failure	0
I		**Incomplete	0***
IP		In Progress	0***
W		Withdrawn	0***
CR		Credit – Letter grade C Or better	0***
P		Credit – Letter grade D	0***
AU		Audit	0***
NC		No college credit	0***
NR		Not recorded	0***

\*Faculty will report grades of F in one of three ways:

FF – Grade of F earned due to performance in class

QF – Grade of F assigned due to student nonattendance at some point in the semester. The last date of participation will be provided

NF – Grade of F assigned due to student nonattendance from the beginning of the semester

Students who officially withdraw during a semester prior to the twelfth week deadline receive a W.

\*\*The letter "I" indicates "incomplete work". The report "I" will not be used when a definite grade can be assigned for the course. It will not be given for the work of a student in any course except to indicate that some part of the work, for good reason, has not been completed, while the rest of the work has been satisfactorily completed. The student must have completed three-fourths of the course requirements. The "I" grade should be used only when, in the opinion of the instructor, there is expectation that the work will be completed.

Unless an earlier deadline is stipulated by the instructor of the course, the incompletes in undergraduate courses must be completed by the last day of classes. The instructor must submit grades to the University Registrar's Office using an "Incomplete Grade Report Form" by the grade submission deadline of the subsequent Spring semester for Fall incompletes or the subsequent Fall semester for Spring and Summer incompletes; otherwise, an "F" grade will be recorded.

\*\*\*Not included in grade point average

2. The following symbols and their values are used in grading in the School of Law:

A - 4, B+ - 3.5, B - 3, C+ - 2.5, C - 2, D+ - 1.5, D - 1, F - 0, I - Incomplete, W - Withdrawn passing, CR - Credit, AU - Audit.

Incompletes in the School of Law must normally be made up no later than the next time the final examination for that course is given; otherwise, an F grade will be recorded.

## C. Change of Grade

After a grade has been rolled to the transcript or an "I" grade has been automatically changed to an "F" by the University Registrar's Office (because it has not been submitted by the deadline), the grade may be changed with the approval of the department chairperson and Dean of the College/School by using a "Change of Recorded Grade Form." Exceptions may be made as a result of a decision by the Grade Appeal Committee or, in case of a law student, a decision by the Grade Review Committee. It is important to proofread grade rosters carefully for errors before submitting them. The "Change of Recorded Grade" forms for initiating grade changes may be obtained in the University Registrar's Office. The School of Law Grade Review Committee and the Grade Appeal Committee may direct grade changes that will be implemented by the Provost & Vice President of Academic Affairs following the appropriate appeal process described below. (See F., 1. & 2. below)

## D. A/Credit/Pass/Fail Option

Under certain circumstances, undergraduate students have the option to elect to enroll in a course for a letter grade or for "A/Pass/Fail." A student can enroll in a course with the A/Pass/Fail option under the following conditions:

1. Must have a minimum of twenty-four semester hours completed.

2. Must have a cumulative G.P.A. of 2.0 or higher.

3. Courses in a student's major (including minor and correlate courses) cannot be taken for A/Pass/Fail without written permission from the appropriate department chairperson or dean on file in the University Registrar's Office.

4. May take the A/Pass/Fail option for only one course per semester.

If the student earns an "A" in the course, this is recorded on the transcript. If the student earns a grade of "B" or "C" this is recorded as "CR" (Credit) or if earning a "D" a "P" (Passing) is recorded on the transcript. Recorded grades of "CR" or "P" are not figured in a cumulative grade point average. If the student fails the course, a grade of "F" is recorded, and this grade is figured in the cumulative grade point average. While there is no specific limit to the total number of semester hours that may be taken on a non-graded basis (Pass/Fail, credit by examination, advanced placement, and/or military service), a minimum of 84 hours presented for graduation with a Bachelor's degree, 42 with an associate degree must be on a

graded basis. For international students presenting transfer credit from an international tertiary institution accredited by the Ministry of Education (or its equivalent) in that country, a minimum of 60 hours for a baccalaureate degree (30 hours for an associate degree) presented for graduation must be on a graded basis since Washburn converts grades earned in these transfer courses to CR, P, and NC.)

Subject to the provisions above, a student may elect graded or A/Pass/Fail status for a course at any time during the period in which that student may elect to withdraw from that course. Certain courses may not be taken for a grade, but may only be taken pass/fail. The above policy does not pertain to such courses.

### E. Examinations

All examinations, with the exception of the final examinations, are scheduled at the discretion of the instructor. Final examinations are administered in all courses where applicable. All examinations are proctored by the instructor or, under certain circumstances, by persons appointed by the instructor. Strict adherence to final examination schedules is essential and any deviation from the printed schedule must be cleared with the Dean of the college or school. No final examinations, except "take home final examinations" may be given by an instructor during the five days prior to the first day of final examinations without approval of the Dean of their major academic unit. The faculty shall not administer any test, examination or quiz worth more than 10% of the final course grade during the last three days prior to the first day of scheduled final examinations each Fall and Spring semester to allow for proper preparation for the finals. Instructors may however, at their own discretion, in very unusual circumstances, arrange to give an individual the opportunity to take a final examination at another time. In the College of Arts and Sciences, chairpersons submit to the Dean a list of courses from the departments in which final exams are not "applicable." These lists should be compiled with the approval of departmental faculty.

### F. Procedure for Contesting Grades

#### 1. The College, Schools, and Graduate Programs, except the School of Law

The following grade appeal procedure applies to the College and the Schools, not the School of Law. The obligation of the instructor to evaluate the performance of students on sound academic grounds is basic to the formal education process. A student who believes the grade awarded him/her by an instructor is based upon reasons other than the student's academic performance may appeal the grade received in a course. Students utilize the procedure outlined below to appeal the grade unless a student believes the grade was awarded based on illegal discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status or sexual orientation/gender identity. Appeals based upon complaints of discrimination follow the University's procedure for complaints of discrimination.

*Consultation with the Faculty Member.* A student must first attempt to resolve his/her dispute concerning the final grade received in a course through consultation with the instructor of the class. Such consultation normally shall take place following award of the grade but in no event shall such consultation take place later than the fourth week of the next regular academic semester following the award of the grade. In the event the course instructor is no longer at the University or is on a leave of absence during the semester following the contested grade or the instructor shall have refused to consult with such student, the student may proceed to the next stage, mediation by the Department Chair (where

such exists). If no Department Chair exists, the next stage is mediation by the Dean of the College or School in which the course was offered.

*Mediation by the Department Chair.* If the student is dissatisfied with the result of his/her consultation with the instructor or the student shall have been unable to meet with the instructor because of the instructor's refusal to meet or absence, the student may seek mediation of the matter with the Department Chair in the unit in which the course was offered. The Department Chair must be notified in writing by the student of his/her intention to continue the appeal process. Such notification must be received within 10 working days of the day on which the student/instructor consultation has been completed. The process shall be terminated if notification is not received within the 10 working days. The instructor shall make available to his/her Department Chair all of the materials and criteria which entered into the determination of the student's final grade in the course. The student shall provide the Department Chair, in writing, the grounds for contesting the grade by the instructor. After receiving and reviewing these materials, the Department Chair shall meet with the student and the instructor, either jointly or separately, to attempt to mediate the dispute about the contested grade.

*Mediation by the Dean of the College or School in which the course was offered.* If the student is dissatisfied with the result of his/her consultation with the instructor and with the Department Chair (where appropriate) or the student shall have been unable to meet with the instructor because of the instructor's refusal to meet or absence, the student may seek mediation of the matter with the Dean of the College or School in which the course was offered. The Dean must be notified in writing by the student of his/her intention to continue the appeal process. Such notification must be received within 10 working days of the day on which the student/Department Chair consultation has been completed. The process shall be terminated if notification is not received within the 10 working days. The instructor shall make available to the Dean all of the materials in his/her possession and criteria which entered into the determination of the student's final grade in the course. The student shall provide the Dean, in writing, the grounds for contesting the grade by the instructor. After receiving and reviewing these materials, the Dean shall meet with the student and the instructor, either jointly or separately, to attempt to mediate the dispute about the contested grade.

*Appeal to Grade Appeal Committee.* If, after mediation with the Dean as provided above, the student is still dissatisfied with the result, she/he may file a notice of appeal with the Dean, which shall specify the grade requested and provide a written summary of the grounds for appeal to the Grade Appeal Committee. Such notification must be received by the Dean within 10 working days of the day on which the student/faculty member consultation was completed. The process shall be terminated if notification is not received within the 10 working days. Upon receipt of the notice of appeal, the Dean shall forward it and all materials submitted by the faculty member and student during the mediation process to the Vice President of Academic Affairs, the faculty member, and the student. The Provost & Vice President of Academic Affairs, upon receipt of the notice and materials, shall appoint and convene a committee of five persons comprised of three faculty members (at least one and no more than two members from the department/discipline from which the grade appeal originated and a minimum of one from other departments/disciplines) and two students from departments/disciplines outside the originating College/School to serve as the Grade Appeal Committee. The Provost & Vice President of Academic Affairs may request names of potential discipline-based committee members from the appropriate Dean and/or Department Chair. The awarding of grades that are fair and equitable is taken seriously by the University. Therefore, faculty members are urged to view a request to serve on a Grade Appeal Committee as

an important obligation and a service to the University which should be refused only under extraordinary circumstances. At its first meeting, the Grade Appeal Committee shall select its chairperson and set the date, time and place for the appeal to be heard, and review appeal materials from the Provost & Vice President of Academic Affairs. The committee shall advise the student and the faculty member of the hearing date. The Grade Appeal Committee may only request clarifying information related to the original documents of the appeal packet. Clarifying information requested from the student/faculty member by the committee should be requested through the Provost & Vice President of Academic Affairs. Any clarifying information gathered by the Provost & Vice President of Academic Affairs will also be shared with the student and/or faculty member.

**Hearing.** The hearing will take place before the entire Committee. The burden of proof rests with the student who shall, during the course of the hearing on the contested grade, be responsible for presenting evidence to support the claim. The hearing will be informal and the formal rules of evidence shall not be applicable. Oral testimony of witnesses may be presented but is not required. If either the student or the faculty member presents witnesses, he/she must provide a written summary of the testimony expected of the witness(es) to the Provost & Vice President of Academic Affairs not later than five business days prior to the date of the hearing. The Provost & Vice President of Academic Affairs will then disseminate such information to the committee and each party within three business days. The student or the faculty member may be accompanied by an advisor whose only role in the course of the hearing will be to render advice to the student/faculty member. The student is required to attend the hearing. It is recommended that the faculty member attend the hearing. Should both the student and faculty member attend, they will meet with the committee jointly. The amount of time allotted to each party will be left to the discretion of the committee. The hearing will not be audio, video, or digitally recorded.

**Decision.** The student will prevail only if at least four of the five members of the committee agree that the relief (grade) sought should be awarded for the reasons stated in his/her notice of appeal and the student's grade be changed. The committee shall report its decision in writing to the Provost & Vice President of Academic Affairs who will then disseminate the decision to the student, faculty member, Dean, and Department Chair (if applicable). The decision of the committee shall be final. If it is the judgment of the committee that the grade be changed, the Provost & Vice President of Academic Affairs shall notify the University Registrar, who will enter the changed grade.

## 2. School of Law

The grading system normally involves discretion and judgment. All grades come with the presumption that they are based exclusively on the professor's reasonable assessment of the student's academic performance. The fact that another professor might have assessed the student's performance differently does not establish that the grade was improper or unreasonable. Grade review is designed to prevent major deviations from appropriate grading standards and to process substantial complaints. To that end, the grade review process is intended to address improper grades, not to second-guess the judgment of an individual professor.

A student who believes a final course grade awarded by a professor is improper may request review of that grade using the procedure outlined below after the final grade has been posted for that course. A grade is

improper if it is based upon reasons other than the student's academic performance.

**1. Consultation with the Professor.** A student must first initiate and participate in a review consultation meeting with the professor of the course by no later than forty-five (45) days after the grade is posted.

**2. Grade Changes.** A faculty member may change a posted grade, only with the approval of the Associate Dean for Academic Affairs, if:

- there was a posting error,
- the grade originally assigned was based on an arithmetic, clerical, or calculation error, or
- a mistake was made in grading the exam or paper that does not reflect merely a change in judgment by the faculty member after rereading the exam or paper. E.g., if a faculty member failed to read part of an answer (written on the back of a page so the faculty member did not see it the first time), a grade change based on reading the overlooked part is permitted. However, if a faculty member concludes that a paragraph in an exam answer which was originally assigned 1 point could have been assigned 2 points, resulting in a change in the overall grade on the exam or paper, the initial judgment cannot be changed once grades are posted.

**3. Grade Review Committee.** After consultation with the professor as outlined above, or in the event the professor is not available to meet during the period described in paragraph 1, the student may submit to the Dean or the Associate Dean for Academic Affairs a written petition for grade review. The petition must state the specific reasons that the student alleges the grade is improper and must include any relevant evidence. The petition must be filed with the Dean or the Associate Dean for Academic Affairs no later than sixty (60) days after the grade is posted.

- a. The Dean or the Associate Dean for Academic Affairs shall furnish a copy of the petition to the professor and allow a reasonable time for the professor to submit a written response to the student petition, if the professor wishes to do so.
- b. The Dean or the Associate Dean for Academic Affairs shall furnish a copy of the student's petition and any response from the professor to the Grade Review Committee, a standing committee that includes the Associate Dean for Academic Affairs and three faculty members appointed by the Associate Dean for Academic Affairs at the start of each academic year. If the grade being challenged was assigned by one of the members of the Committee, that faculty member will recuse themselves from the Committee's involvement in this process.
- c. The Committee may in its discretion ask either the student or the professor to furnish additional evidence and the student and professor may inspect such materials (except those of a confidential nature as determined by the Committee).
- d. The Committee shall review the written statements and evidence and determine whether the student has clearly established that the disputed grade was awarded for reasons other than the student's academic performance.
- e. The decision and any recommendations shall be forwarded to the Dean, who will make the final determination of any further necessary action. The Dean's determination will be binding on both the student and the professor. [Note: If the grade being challenged was assigned by the Dean, the Provost shall make the final determination.]