

XXVI. HISTORY OF CHANGES TO SECTION 6

2 August 2000

Part III.F.1, Procedure for Contesting Grades, modified to include language referring to graduate programs, and to include specific membership on the appeal committee of graduate students and appropriate faculty when the grade appeal involves a graduate student. Approved by General Faculty, Feb. 3, 2000.

1 August 2004

Due to implementation of an integrated information system, changes in procedures were required to move from manual systems to on-line systems in the following areas (effective Fall 2004):

II - Class Rosters - No longer printed and distributed by University Registrar but available on the web for faculty to print as needed.

III.A, III.D- Grades - In order to allow the integrated system to enforce course prerequisites of C or better, courses completed in pass/fail grading status required differentiation of an earned grade of "D" which is now recorded as a "P" if completed in pass/fail grading status and "CR" if the earned grade is above a "D".

V.B - Dropping/Withdrawing - Students are no longer required to manually complete the withdrawal process and must withdraw themselves on the web.

X - Repetition of Courses - Approved by the Board of Regents, the repeat policy was modified so that the most recently repeated course grade is used when an eligible course is repeated but permission of the student's academic dean is required after the third instance of a repeat (single course repeated three times or three courses repeated once). The previous policy allowed the use of the most recent grade for the first five repeats and the inclusion of both the original and the repeated grades for subsequent repeats.

15 November 2004

Part III.D. - New Pass/Fail policy approved by General Faculty and Washburn Board of Regents effective Spring 2005. Students who choose to complete a course in A/Pass/Fail grading status are awarded a grade of "A" if that is the grade earned for the course. If a grade of "B" or "C" is earned, "CR" is recorded. If a grade of "D" is earned, "P" is recorded. If a grade of "F" is earned, "F" is recorded. Recorded grades of "A" or "F" are figured in the student's cumulative grade point average. Recorded grades of "CR" or "P" are not figured in the student's cumulative grade point average.

10 June 2005

Part V.A. - Effective Fall 2005, new option added through integrated information system so faculty are able to access the web to allow students to enter their courses late rather than complete a manual paper process to do so.

15 November 2005

Part III.B. - New Incomplete Deadline policy approved by General Faculty and Washburn Board of Regents effective Spring 2006. Unless an earlier deadline is specified by the course instructor, the deadline for completing course requirements when an Incomplete is awarded changed from two weeks before the final examination period of the subsequent semester to the end of the subsequent semester.

18 June 2008

Part III.F.1, Procedure for Contesting Grades, modified to include language directing students who believe their grade was awarded due

to discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status or sexual orientation to appeal the grade following the University's procedure for complaints of discrimination instead of the established procedure for contesting grades. Change required based on the "Resolution Agreement" signed by the University with the Department of Education's Office for Civil Rights.

21 July 2008

Part XX - The procedure for handling a medical emergency in the classroom or on campus was revised to reflect the university-approved procedure identified in the Employee Safety Manual.

16 January 2009

Part III.F.1 - Based on a directive from the Washburn Educational Opportunity Officer, a clarification was added to this section which identifies when a student should utilize the existing grade appeal procedure and when a student should use the existing procedure for handling complaints of discrimination.

12 January 2010

Part XXI - The University Smoking Policy was revised to reflect the policy approved by the Washburn Board of Regents.

3 March 2010

Part X - The policy regarding repetition of courses was revised to allow any course to be repeated with the approval of the departmental chairperson of the course which is to be repeated. Approved by the Board of Regents Summer 2009.

11 May 2010

Part III.F.1 - The Grade Appeal Procedure was modified to clarify the process, ease the transfer of communication and to alter the composition of the Committee. Approved by General Faculty 11 May 2010.

24 September 2010

Part III.E. - The Final Examinations section was adapted to incorporate Success Week which limits the course activities which are allowed during the last full week of classes before final examinations. Approved by General Faculty 11 May 2010. Approved by the Board of Regents 24 September 2010.

1 May 2014

Part III.D.4. International transfer credit will no longer be accepted on a graded basis but as CR, P, or NC so the number of graded hours required for a baccalaureate or associate degree has been reduced for students who transfer international transcripts. Approved by General Faculty 24 April 2014. Approved by the Board of Regents 1 May 2014.

26 June 2015

Part III.A. and B. Grades - Adds explanatory information regarding the importance of submitting final grades on time and spells out the new requirement for the three ways of reporting a grade of F. Approved by General Faculty 30 April 2015. Approved by Washburn Board of Regents 11 June 2015.

Part III. D. A/Pass/Fail Eliminates the exception regarding allowing PE/KN 198 to be taken A/Pass/Fail in conjunction with a second course in a given semester. Approved by General Faculty 30 April 2015. Approved by Washburn Board of Regents 11 June 2015.

Part V.B. Dropping/Withdrawing Changed to reflect the current method of dropping a class. Approved by General Faculty 30 April 2015. Approved by Washburn Board of Regents 11 June 2015.

Part VII. Academic Fresh Start Changes reflect updated procedures for implementing Academic Fresh Start. Approved by General Faculty 30 April 2015. Approved by Washburn Board of Regents 11 June 2015.

Part XV. Participation in Activities Modified to reflect existing practice. Approved by General Faculty 30 April 2015. Approved by Washburn Board of Regents 11 June 2015.

27 April 2017

New Part I - Professional Ethics moved from Section Two to Section Six and updated to latest AAUP statement on professional ethics. Approved by General Faculty 27 April 2017. New Part III - Definition of Student Credit Hour. Specifies that Washburn University conforms to the Council for Higher Education Accreditation (CHEA) proposed definition of a student credit hour. Approved by General Faculty 27 April 2017.

20 June 2017

New Part XXIII - University Smoking Policy. Updated to reflect the new smoking and tobacco use policy. Approved Board of Regents 21 July 2016.

7 May 2018

Part VII.B.2. – Dropping/Withdrawing by Instructor procedure changed to ensure administrative withdrawals are handled in a consistent manner. Approved by General Faculty 3 May 2018.

Part XIII. – Student Evaluation of Faculty changed to Student Perception of Faculty and updated to reflect current practice. Approved by General Faculty 3 May 2018.

Part XIV – Absence of the Instructor from Class – This policy was updated to include absence from online classes. Approved by General Faculty 3 May 2018.

Part XV – Copyrighted Materials for Classroom Use – Outdated policy replaced with link to most current copyright policy which is maintained in the Washburn University Library as a LibGuide. Approved by General Faculty 3 May 2018.

12 November 2019

Part XXV. Success Week Policy modified to reflect existing practice.

2 February 2023

Part XVIII. Office or Conference Hours policy modified. Office or conference hours are now referred to as student office hours and there was language added regarding posting hours.

3 May 2023

Edits to reflect title and unit name changes.

26 February 2025

Part V.F.2. School of Law updated grade review procedure.