

## 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W		Withdrawn	0***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 Vice President for 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 for Academic Affairs, the faculty member, and the student. The Vice President for 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 Vice President for 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 Vice President for 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 Vice President for Academic Affairs. Any clarifying information gathered by the Vice President for 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 Vice President for Academic Affairs not later than five business days prior to the date of the hearing. The Vice President for 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 Vice President for 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 Vice President for Academic Affairs shall notify the University Registrar, who will enter the changed grade.

## 2. School of Law

Should any student wish to challenge a grade received in any course the procedure shall be as follows:

a. The grading system is one which normally involves a judgment determination. Students who want to go over their papers meticulously to discover one or two points may just as frequently find they have received undue credit elsewhere. Grade review is designed to prevent major deviations from appropriate grading standards and to process substantial complaints.

b. The student must first discuss, or attempt to discuss, the reasons for the grade received with the faculty member(s) who determined that grade as a condition precedent to the filing of a petition.

c. Should the faculty member refuse to discuss the grade with the student, or the faculty member be unavailable for such a discussion, or the student, having discussed the grade with the faculty member, still not be satisfied with it then, within thirty (30) days after posting of the grade,

the student shall file with the Dean, in writing, a petition requesting a review of the grade in question stating briefly and specifically the reasons for the complaint. On a showing of good cause by the student, the Dean may extend the time limit for filing the petition.

d. Upon receipt of a properly filed petition, the Dean shall appoint a member of the faculty with the concurrence of the student and faculty member(s) to act as hearing officer. In the event the student and faculty member(s) cannot agree on the first two proposed officers, the Dean will appoint an officer without the concurrence of the faculty member(s) and student. The hearing officer shall, without delay, furnish a copy of the petition to the faculty member(s) involved and set at that time a date and place to meet with the student and faculty member(s) involved.

e. At this meeting, which shall be informal, the hearing officer shall attempt to reconcile or adjust the complaint between the student and faculty member(s). Should the complaint be reconciled or adjusted, the hearing officer will report, in writing, to the Dean the substance of that reconciliation or adjustment. Should such a reconciliation not be possible, the student shall submit a written summary of the grounds on which the student relies and of the relief requested. The professor shall then furnish a written statement of the criteria used in grading the disputed material. The statement shall be furnished to the other party(ies) and to the hearing officer. The student's summary must present a prima facie case or raise a substantial question as to the appropriateness of the grade received or the appeal shall be dismissed by the hearing officer. If a prima facie case has been presented, or the student contests the hearing officer's finding of lack of substance, the professor(s) shall be notified of an appeal.

f. The hearing officer shall report the impasse to the Dean who shall nominate five (5) faculty members to hear the matter. These five nominees shall be made known only to the hearing officer. The hearing officer will then contact the student, who may challenge one of these; the hearing officer shall then contact the faculty member(s), who may strike one of the four remaining faculty members. Should either party fail or refuse to exercise a challenge, the hearing officer will, without consultation, strike such nominees by lot until three remain. These three shall constitute the Grade Review Committee.

The hearing officer will reduce to writing the exact points in controversy between the parties and will indicate his findings forwarding these to the Grade Review Committee and to the parties involved. The Review Committee shall also be furnished the written statement of the parties referred to in paragraph 2,e. above.

g. The Grade Review Committee shall select one of its members as chairperson and shall determine by majority vote whether a prima facie case is presented. If it determines that such a case has not been presented on the evidence before it, the chairperson shall forward the Committee's finding to the Dean and to the parties involved. This shall terminate the proceedings. A dissenting opinion may be filed. If the Committee finds that a prima facie case has been made by the student, the chairperson shall, without delay, set a time and place for a hearing.

h. The hearing shall be held before the full Committee and the rules for such hearing shall be as follows:

1) In such proceedings there will be a presumption of regularity as to the grade bestowed and the student shall bear the burden of proving that the grade is improper by clear and convincing evidence.

2) Oral testimony need not be received except to explain and amplify the written offerings.

3) The proceeding will be informal. The amount of time allotted and the direction of the questioning shall be at the discretion of the committee.

4) An electronically recorded transcript of the proceedings may be made by the committee for its use. This transcript will be erased after a decision is reached.

5) The Committee may in its discretion ask either party to furnish additional evidence and all parties shall have the right to inspect such materials (except those of a confidential nature). A continuance may be obtained at the request of any party at the discretion of the Committee.

6) The Committee shall then meet and determine the issues by a majority vote. The Chairperson will reduce the decision to writing and furnish copies to the parties. A dissenting opinion may be filed. The decision and any recommendations shall be forwarded to the Dean and be binding on all parties.

G. Credit by Examination Students may receive credit by taking examinations constructed by the departments concerned which are comparable to end of course examination. Students may also receive credit through the Advanced Placement Examinations, International Baccalaureate Diploma Examinations, the Defense Activity for Non-Traditional Education Support (DANTES) Examinations, and the College Level Examination Program. Details for administration of these examinations can be obtained in the University Registrar's Office or the offices of the Academic Deans.