

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: ^D
DATE: April 20, 2018

RECOMMENDATION

AGREEMENT TO APPROVE AMENDMENT TO BOARD POLICIES

ACTION REQUESTED

It is recommended that the Board of Regents of Eastern Michigan University approve the attached revision to Board Policies:

Section 6.2.9.1 Grades

STAFF SUMMARY

All University policies must be approved by The Board of Regents of Eastern Michigan University. A University policy is defined by all of the following: a) has broad application throughout the University; and b) helps to ensure compliance with applicable laws and regulations, promotes operational efficiencies, enhances the university's mission or reduces institutional risks.

In an ongoing effort to enhance the transparency of the actions of the University and to align University practice with Board policy, Board Policies are subject to ongoing review and updated as appropriate. All Board Policies are published.

The policy listed for revisions above contains recommended updates in accordance with the attachments, which include the existing policy with the changes highlighted.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.



University Executive Officer
Lauren M. London
Interim General Counsel

4/2/18
Date



Policies, Rules and Regulations

Chapter Name: Academic Programs and Requirements

Chapter No. 6.2.9.1

Issue: Grades

Effective Date: 10-18-78

Revision Date: 04-20-18

CLASSIFICATION

For purposes of determining class levels, the following hours classifications are used:

<u>Class</u>	<u>Semester Credit Hours</u>
Freshman	0 - 24
Sophomore	25 - 55
Junior	56 - 84
Senior	85 or over

GRADES

The grades used by the University with their corresponding values in points are as follows:

<u>Letter Grades</u>	<u>Grade Point Values</u>	
A	4.0	
A H	4.0	A with Honors Credit
A-	3.7	
A-H	3.7	A- with Honors Credit
B+	3.3	
B+H	3.3	B+ with Honors Credit
B	3.0	

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B H	3.0	B with Honors Credit
B-	2.7	
B-H	2.7	B- with Honors Credit
C+	2.3	
C	2.0	
C-	1.7	
D+	1.3	
D	1.0	
D-	0.7	
E	0	Replaced with "F" effective fall 2012
F	0	Effective fall 2012
N	0	No Grade Submitted
AUD	0	Grade in audit elections
CR	0	Passing grade in Credit/No Credit courses
NC	0	No credit awarded in Credit/No Credit courses
S	0	Passing grade in Pass/Fail elections
U	0	Failing grade in Pass/Fail elections
SC	0	Passing grade in student teaching with certification

PN	0	Passing grade in student teaching but not sufficient for certification
UN	0	Failing grade in student teaching course
2YR	0	Academic forgiveness; no credit

Credits earned by student teaching, credit/no credit classes or pass-fail options are not accorded grade point values.

Credit for a course in which the grades of "E", "F" or "U" have been received can be earned only by repeating the course.

WITHDRAWALS

The grade of "W" will be assigned only when an official withdrawal has been completed. If a student discontinues attending a class without officially withdrawing from a class, the grade of "F" will be assigned.

Withdrawal Exclusions: Any student reported to the University for charges of academic dishonesty and/or who is in process of any formal administrative conduct review for charges of academic dishonesty may not withdraw from any course for which charges are reported.

Commented [CH1]: New language under withdrawal policy intended to address withdrawal exclusions related to Academic Dishonesty

INCOMPLETES

An "I" is awarded only when an undergraduate student's work has been of acceptable quality ("C" or better), at least 50% of the coursework has been completed, but the required total amount of coursework has not been completed because of illness, necessary absence or other satisfactory reasons. A graduate student's work must have been of acceptable quality ("B" or better). It is never applied to poor work or to nonattendance of class by the student. The deadline for completion can be no later than one year from the end of the semester in which the course was taught.

An "IP" ("In Progress") is assigned to all students in a course or section that continues past the end of the semester. This grade does not apply to independent/directed studies courses or to individual students seeking an incomplete (I) grade. Once assigned, the "IP" has the same effect and is subject to the same rules and deadlines as the "I".

PROCESS AND DEADLINES FOR CHANGING GRADES

When a letter grade (excluding "I" for incomplete or "IP" for in progress) is posted to a student's transcript it will be considered final unless an error in calculating the grade is discovered. Permitting a student to submit missing work or extra credit to improve a grade is not an acceptable reason for changing a grade.

If a calculation or grading error is identified, the instructor must file a grade change form explaining the error.

All grades are final three years following the end of the close of the term or at time of degree conferral, whichever is first; no grade changes will be made, and "I" and "IP" grades cannot be converted past that point without the approval of the Provost or his/her designee.

GRADE POINT AVERAGE

The EMU Grade Point Average is determined by taking the total number of grade point values acquired and dividing by the total number of semester hours taken which carry grade point values. The University may establish rules allowing students to repeat a limited number of courses to exclude earlier grades from the calculation of the EMU grade point average. If students repeat courses outside the limitations of that policy, each attempt and each grade for the course will be included in the calculation.

The Academic Division may establish a policy of grade forgiveness (or "academic bankruptcy") in some courses for students who return to Eastern Michigan University after an absence of two or more years. The affected courses will remain on the student's transcript with a designation indicating that this policy

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has been applied and the grade has been removed from the calculation of the EMU Grade Point Average.

PASS-FAIL OPTION

A student may elect to take a course under the Pass/Fail Option for various reasons (e.g. if he/she wishes to experiment in an unfamiliar field without jeopardizing his/her grade point average.) Under these circumstances, the limiting features of the option are as follows:

1. It may be exercised only by juniors and seniors in good standing.
2. It may be applied only to free electives, that is, to courses that are outside the student's major, minor, curriculum or general education requirements.
3. A maximum of six such courses may be applied toward graduation.
4. The student shall indicate his/her intention to take a course under the Pass/Fail Option at the time of registration.
5. Students who elect a course on Pass/Fail may cancel the option and accept a letter grade up to the last day of class before the official University scheduled final examinations.
6. The instructor will not be notified of the student's election of this option. The regular letter grade reported by the instructor will be recorded on grade reports and transcripts as follows:
 - a. Grades of A, A-, B+, B, B-, C+, C, C-, D+, D-, will be converted to S, and shall count as credit toward graduation (if it is at the 100 level or higher).
 - b. The grade of F will be converted to U and shall not count toward graduation.
7. A course taken under this option shall not be used in any way in the computation of the student's grade point average. Thus a Pass/Fail-election shall not be approved for a course in which the student previously received a letter grade.

AUDITING OF COURSES

A student may be permitted to enroll in a course as an auditor, that is, one who merely attends class to "hear" or visit. No credit is awarded for an audit.

Tuition and fees for enrolling in courses for audit are the same as for enrolling in courses for credit.

Under provisions of the University staff benefits program, full-time staff, faculty, and faculty spouses may "audit" classes without regular registration by completing an approval process initiated at the Staff Benefits office.

Except for a staff benefits audit, no person is allowed to attend class unless officially registered on a credit or audit basis with appropriate fees paid.

Authority for Creation or Revision:

Minutes of the Board of Regents, September 20, 2011
Minutes of the Board of Regents, October 30, 2012
Minutes of the Board of Regents, November 1, 2016
Minutes of the Board of Regents, December 15, 2017
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