

John Carroll University Educational Policy Proposal

Date: April 11, 2018

Authors/Sponsors: University Committee on Educational Policies

Policy Name: Grading System

Current University Policy

B grade: Superior work. 3 quality points per credit hour.

Inclusion of the following grades: HP; P; FA; and X grades.

Revised University Policy

B grade: Good. 3 quality points per credit hour.

Removal of FA; X; HP; and P grades.

Rationale and Discussion

The proposed changes to the University's grading system include the removal of FA; X; HP; and P grades, along with revised descriptive language associated with the B grade. The grading systems at other institutions were benchmarked for perspective, and the University's Office of Financial Aid was consulted. The Honors Program Director is agreeable with the removal of HP/P, especially as a grading option for Pass/Fail courses already exists within the current grading structure.

The streamlining of Failure grades from three options (F, FA, and WF) to two (F, WF) attempts to rectify the uneven understanding and application of the various Failure grades at the University. For clarification, the WF grade is used when a student stops attending a course and does not withdraw formally. An instructor must enter a Last Date of Attendance (LDA) when issuing a WF grade. The LDA is necessary for Title IV refund calculations, or financial aid eligibility. A procedural note regarding the submission of final grades in Banner: If an instructor does not enter a last date for a WF grade in Banner, final grades will not be processed/submitted.

Lastly, on a separate note, the University may want to discuss the rationale for having a D+ grade and not a D- grade in the grading system.

Implementation Timeline, Budget, and Recommendations

The implementation effective date would be for the 2019–2021 *Undergraduate Bulletin*. No budget implications were identified with these updates. The updated language regarding the University's grading system would need to be amended in the following areas: *Undergraduate Bulletin*; Registrar's webpage; John Carroll University transcript template; Banner systems. In terms of implementation recommendations, the Office of the Registrar and UCEP could offer additional resources and support for communicating grading expectations. For example, a revised grading FAQ could provide information on what defines a last date of attendance or an academically related activity, as well as how to document a final date when only a general time frame, not a last date, is known.

Supporting Appendix Documents Available Upon Request