

Proposed procedure for resolving non-reports for undergraduate students

*For discussion by the Faculty Senate Academic Standards and Admissions Committee
Tuesday, February 7, 2012
Prepared by the Office of the Registrar*

Requested change: The Office of the Registrar proposes converting NR (Non-Report) marks to F grades after one-year or upon graduation for undergraduate students. Currently, non-reports are removed from the student's record if not resolved at the end of one calendar year or at graduation, whichever is earlier.

Rationale: An "I" (Incomplete) mark currently converts to an F grade after one-year or upon graduation for undergraduate students. This change allows us to handle the resolution of non-reports the same as the "I" (Incomplete) mark.

NON-REPORTS FOR UNDERGRADUATE STUDENTS

CURRENT PROCEDURE:

The Office of the Registrar communicates with the instructor and department throughout the first year in an attempt to get the grade submitted. If the grade is still not submitted by the end of one calendar year, the Office of the Registrar sends a list of these students to the college dean's office, where the course resides, indicating that if the grade is not submitted by end of one calendar year, **non-reports will be removed from the student's permanent record.** If removed, a memo is placed on the student's permanent record. If the course with non-report is the only course on student's record for that semester the course is not removed, no action is taken. This procedure applies to undergraduate students. Non-reports are also removed from a graduating student's record and a memo added on the permanent record indicating the reason.

PROPOSED CHANGE:

The Office of the Registrar communicates with the instructor and department throughout the first year in an attempt to get the final grade submitted. If the grade is still not submitted by the end of one calendar year, the Office of the Registrar will send a list of these students to the college dean's office, where the course resides, informing the dean's office to submit a final grade or direct the Office of the Registrar to convert the grade to an F. By communicating with the Office of the Registrar, colleges can extend that deadline. If the extended deadline is not met or a final grade is not assigned by the college dean or his/her designee, the Office of the Registrar will convert the non-report to an F grade for undergraduates. Non-reports will also convert to an F grade for any graduating student. Whenever a non-report is converted to an F grade, a memo is added to the internal transcript.