TO: Joel Bloom, Chair
Undergraduate Council

FROM: Rebecca Achée Thornton
Academic Policies and Procedures Committee

SUBJECT PeopleSoft issues:
UC 8892 06F – No grade at fully graded date
UC 8886 06F – Dean’s List

DATE: November 7, 2006

The Academic Policies and Procedures Committee met Wednesday October 4, 2006 and
November 1, 2006. Committee members present at one or more meetings: Lane Gauthier,
Charles Peters, Maria Solino, William Munson, William Chernish and Rebecca Achée Thornton.
Cassandra Heavin and Libby Barlow attended as guests.

UC 8892 06F – No grade at fully graded date

In PeopleSoft “academic standing” for each student is determined at the end of the semester
when batch process is run on the entire semester enrollment population. This process must be
run only once in order to avoid multiple academic standing notations per student, of which
extraneous notations would have to be removed manually. This process presupposes that no
student grades are left blank.

In order to avoid problems that late submitted grades would cause, the registrar’s office would like
to adopt the following procedure:

• Before running end-of-term batch processes, a grade “placeholder” of "NR" (No Report)
  would be inserted.

This would prevent multiple academic standing notations from being created. Once an instructor
is ready to assign grades, the NR notation would simply be replaced with the appropriate grade.
The committee recommends approval of this procedure.

An additional request was made as follows:

• Institute a policy to require all instructors to post final grades within 72 hours of final
  exams and find a method to make that work.

The committee concluded that this would not be possible. First, there are exceptional cases that
reasonably require a longer time period to elapse between the administration of a final exam and
final grade calculation. Secondly, we could not imagine a reasonable enforcement mechanism
and felt this was beyond the scope of this committee’s authority. We did, however, suggest that
the submitter raise the issue with faculty senate if desired.

UC 8886 06F – Dean’s List

This proposal was withdrawn by the submitter.