

TO: Larry Williams, Chair
Undergraduate Council

FROM: Simon Bott
Academic Policies and Procedures Subcommittee

SUBJECT **Another Subcommittee Report January 27th, 2010**

DATE: January 21st, 2010

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The committee met on January 20th. Members participating in the discussions (including other email communication): Amanda Baumle, Dennis Bozeman, William Munson, Charles Peters, Ruxandra Prodan, Kevin Simon, Louis Williams, Djuana Young, and Simon Bott. Rebecca Achée Thornton and Debbie Hermann attended as guests.

As requested at the December meeting of Council, the subcommittee discussed the NR grade.

NR grades arise as a result of faculty not entering a grade in Peoplesoft. Not having a grade assigned in class can and has affected graduation, financial aid, scholarships and athletic eligibility, *inter alia*.

As of 1/20/10, there were 2095 NR grade recorded in the system, including 1568 from Fall 2009. While a proportion of these are from Study-Abroad or other situation in which UH is relying on grades input from other institutions, most are from UH classes taught by UH Faculty.

After serious discussion, the committee agreed to recommend the following procedure and policy be adopted in order to reduce the number and the impact of NR grades.

a) On the official closing date for a semester, all faculty who have at least one missing grade for that semester will be sent an e-mail reminder that lists all missing grades. This e-mail will also be sent to the appropriate department/section chair and Dean. In a regular semester, the official closing date is 3 days before the last opportunity to enter grades.

b) ~~As soon as no more grades can be entered and before running the "Academic Audit,"~~ **all NR grades will be automatically converted to F.** The subcommittee felt that this was the best option as:

- 90 days after the formal closing of the term.*
- i) many NR grades are given by faculty as an alternative to failing a student.
 - ii) the remaining NR grades are due to faculty overlooking one or more students (on some occasions, entire classes!) In these cases, leaving the grade blank or giving an incomplete would not stir the students to take action, whereas an F would generate a stronger reaction! However, it was hoped that the e-mails sent as (a) above will significantly reduce these faculty lapses!

If approved, this policy should be placed in effect as soon as possible.

JAN 21 2010