

UNIVERSITY OF  
**Miami**  
FACULTY SENATE

MEMORANDUM

REVISED


TO: President Edward T. Foote II

FROM: David L. Wilson  
Chair, Faculty Senate

DATE: January 28, 1998

SUBJECT: Faculty Senate Legislation #97001(B) –  
Proposed Change in Bulletin Language Regarding the Duration  
of the NG Designation

*1/30 David, Thanks. E.T.F.*



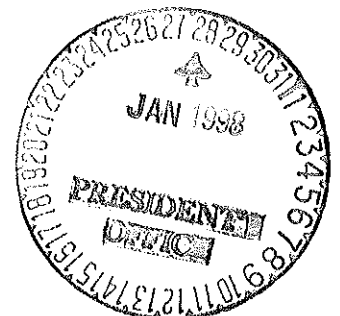
The Faculty Senate, at its meeting on November 3, 1997, approved the proposed change in bulletin language regarding the duration of the NG designation (Faculty Senate Legislation #97001(B)). The proposed language would shorten the time period that the NG stays on the student record from one year to one regular academic semester.

NG – Symbol assigned by the Office of the Registrar indicating that the instructor has not reported the student's grade. For the student to receive credit for the course, the instructor must report a passing grade prior to the student's graduation or by the end of one regular academic semester, whichever comes first.

This legislation is now forwarded to you for your action.

DLW/b

cc: Provost Luis Glaser  
Vice Provost Paul Orehovec



CAPSULE: Faculty Senate Legislation #97001(B) – Proposed Change in  
Bulletin Language Regarding the Duration of the NG Designation

RESPONSE BY THE PRESIDENT:

DATE: 1/30/98

OFFICE OR INDIVIDUAL TO IMPLEMENT: Provost

APPROVED: Yes 277

EFFECTIVE DATE OF LEGISLATION: \_\_\_\_\_

NOT APPROVED AND REFERRED TO: \_\_\_\_\_

REMARKS (IF NOT APPROVED): \_\_\_\_\_

UNIVERSITY OF  
**Miami**  
FACULTY SENATE

MEMORANDUM

TO: President Edward T. Foote II

FROM: *X* David L. Wilson  
Chair, Faculty Senate *DLW*

DATE: November 11, 1997

SUBJECT: Faculty Senate Legislation #97001(B) -  
Proposed Change in Bulletin Language Regarding the  
Duration of the NG Designation

*1/21/98*  
*David,*  
*✓ Hoffman,*  
*Thanks.*  
*2/*

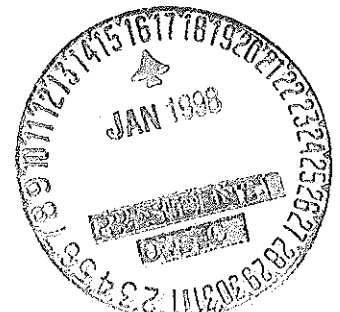
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CAPSULE: Faculty Senate Legislation #97001(B) – Proposed Change in  
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RESPONSE BY THE PRESIDENT:

DATE: 1/21/97


OFFICE OR INDIVIDUAL TO IMPLEMENT: \_\_\_\_\_

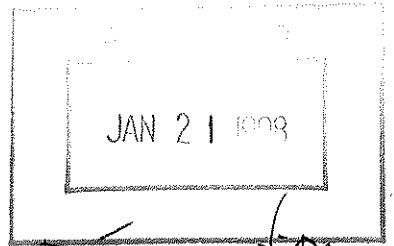
APPROVED: Yes \_\_\_\_\_

EFFECTIVE DATE OF LEGISLATION: \_\_\_\_\_

NOT APPROVED AND REFERRED TO: \_\_\_\_\_

REMARKS (IF NOT APPROVED): \_\_\_\_\_





DAVID  
Small correction  
*[Signature]*

MEMORANDUM

TO: President Edward T. Foote II

FROM: David L. Wilson  
Chair, Faculty Senate *[Signature]*

DATE: November 11, 1997

SUBJECT: Faculty Senate Legislation #97001(B) -  
Proposed Change in Bulletin Language Regarding the  
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This legislation is now forwarded to you for your action.

DLW/b

cc: Provost Luis Glaser  
*[checkmark]* Vice Provost Paul Orehovec



**MEMORANDUM**

October 21, 1997

To: Dr. David Wilson, Chair of the Faculty Senate

From: Dr. Andrea Heuson, Chair of the Faculty Senate Committee on Academic Standards *AH*

Subj: Proposed Change in Bulletin Language Regarding the Duration of the NG Designation

**Current Language:** NG - Symbol assigned by the Office of Enrollment Services indicating that the instructor has not reported the student's grade. For the student to receive credit for the course, the instructor must report a passing grade prior to the student's graduation or by the end of **one calendar year**, whichever comes first.

**Proposed Language:** NG - Symbol assigned by the Office of Enrollment Services indicating that the instructor has not reported the student's grade. For the student to receive credit for the course, the instructor must report a passing grade prior to the student's graduation or by the end of **one regular academic semester**, whichever comes first.

**Rationale:** The NG designation is assigned by the Office of Enrollment Services in two instances:

- 1) When a student fails to complete arrangements to pay before the end of the grading period and so does not appear on a final grade roll, and
- 2) When the instructor inadvertently or willfully does not bubble in a grade or an I on the final grade roll.<sup>1</sup>

NGs are a non-punative designation. As such, they do not enter into the calculation of the student's grade point average or credits achieved. Until last year, the NG designation lasted until graduation. In 1996-97 regulations were changed to make the NG consistent with the I so that now the NG converts to an F when the student graduates or within one calendar year, whichever is sooner.

Our proposal would shorten the time period that the NG stays on the student's record from one year to one regular academic semester. The conversion feature is the threat that gives the parties involved the incentive to solve the problem that led to the NG in a timely fashion. We believe that one regular academic semester is ample time to complete that process by making arrangements to pay or by correcting any mis-communication between the student and the instructor that might have led to the lack of a grade being bubbled in on the roll sheet.

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<sup>1</sup>There were 1200+ instances in the 1997-97 academic year where instructors did not assign grades on roll sheets. Of these, the Ngs that eventually convert to an F artificially inflate the student's grade point average for the duration of their existence, which could have an impact on the graduate school admissions process.

- IE — Symbol indicating that an "I" grade was not appropriately completed for credit under the preceding description. The symbol "IE" is equivalent to an "E" when computing a student's average.
- IF — Symbol indicating that an "I" grade was not appropriately completed. The symbol "IF" is equivalent to an "F" when computing a student's average.
- CR — Passing grade earned in a course taken for credit only.
- NC — Grade awarded when a passing grade is not to be awarded to a student registered in a course for credit only.
- NG — Symbol assigned by the Office of Enrollment Services indicating that the instructor has not reported the student's grade. For a student to receive credit for the course, the instructor must report a passing grade prior to the student's graduation, or by the end of one calendar year, whichever comes first. An Academic Dean may approve an extension initiated by the course instructor. An "NG" not replaced by a passing grade, or by a "W", prior to the student's graduation shall be changed to an "E" or "F" by action of the student's Academic Dean.

### QUALITY POINT AVERAGE

The quality point average is used to determine standing in class and eligibility for graduation and for honors. It also serves to qualify the student for continuation in good standing, and as one datum for decisions pertaining to probation and dismissal, continuation of scholarships, and other matters.

Quality points per credit are awarded as follows:

A+	4.00
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
E (Prior to Fall 1995)	0.00
IE**	0.00
F (Effective Fall 1995)	0.00
IF	0.00

Courses marked with an "IE" or "IF" count as credit attempted but are not counted in credits earned and do not carry quality points.\*\*\* Credits marked CR are counted as credits earned but are not counted in credits attempted and do not carry quality points. Courses marked with the symbols I, IP, W, NC, and NG do not carry credits attempted, credits earned, or quality points.

The quality point average is determined by dividing the total quality points earned by the total credits attempted.

Military service credit, some foreign university credit, correspondence course credit, credit by examination, etc., are not awarded quality points and do not enter the computation of the quality point average.

### GOOD ACADEMIC STANDING, PROBATION, AND DISMISSAL

At the end of each semester the University shall determine whether a student is in *Good Academic Standing*, on *Academic Probation*, or subject to *Academic Dismissal*.

#### GOOD ACADEMIC STANDING

To be in Good Academic Standing a student must not be on Academic Probation or subject to Academic Dismissal.

#### ACADEMIC WARNING

A student whose semester grade-point average (SGPA) falls below 2.0 shall receive a Warning. All students who receive a Warning must meet with their academic advisor before they may enroll for the following semester. The advisor may require a reduced course load.

\* Faculty Senate legislation #85001(B).

\*\* Faculty Senate legislation #85006(B).

The Senate legislation approved last year, involving revisions to the Faculty Charter, has been approved by the Board of Trustees. They also approved the legislation pertaining to the expansion of the Ph.D. in History.

#### President's Remarks

In President Foote's absence, the Provost was asked for any remarks. Provost Glaser said that the Academic Standards Committee supports a resolution by the students to create a fall break. He said that no class days would be lost by allowing the break.

Several faculty members noted that once again advising is taking place without class schedules. Vice Provost Masterson indicated that the matter would be discussed with the associate deans and the registrar and there will probably be some schedule changes as a result. Professor Yacoub requested that the deadline for submitting the next semester's schedule should not be moved closer than a few weeks after the beginning of the current semester.

A recent Herald article about the Ring of Honor rings being given to alumni football players prompted a query about the cost of the rings, where the money will come from, and whether other outstanding alumni should also be awarded similar rings. The Provost will speak with Mr. Paul Dee and report back to the Senate.

The Provost indicated that official benchmark figures will not be available until the end of the semester.

#### Approval of the Minutes

The minutes of October 6, 1997 were approved as submitted. Excused absences were approved for Professors Ahmad, Borgeest, Bourgoignie, Fishman, Ginsburg, Hector, Kujawa, Lopez-Gottardi, Sapp, Savage, Shapshak, and Waters.

#### Policy on NG Designation

Professor Andrea Heuson, Chair of the Senate's Academic Standards Committee, summarized the background for the proposed policy. The Committee recommends that the NG must be changed on a student's record prior to the student's graduation or by the end of one regular academic semester, whichever comes first. Following discussion, it was *moved* and seconded, to defer the vote on the revision of the NG policy until the drop date and NG can be discussed by the Senate as a package. The *motion to defer failed* by a vote of



13 in favor with 15 opposed. Vice Provost Masterson stated that of the 1200 NG designations recorded last year, none was for failure to complete registration. It was *moved*, and seconded, to approve the language as proposed. The *motion carried*.

It was agreed that the information received from Professor Cantrell regarding the date for a "W" would be forwarded to the Academic Standards Committee for their recommendation.

#### Proposal to Change the Name of the Department of Geography

Professor Peter Muller, Chair of the Department of Geography, presented the rationale for changing the department's name to the Department of Geography and Regional Studies. He explained that the department in the new School of International Studies will concentrate not only on the techniques and the topical aspects of geography, but also on particular regions. Professor McKenry mentioned that the term regional studies had been used in the Center for Urban and Regional Studies. He suggested checking with Architecture to see if the term is still being used. The ad hoc committee on SIS, already appointed by Professor Wilson, will try to devise a mechanism to avoid duplication and build on the strength of all departments. Following further discussion, it was agreed to await a report from the ad hoc committee before a vote is taken on the name change.

#### University of Miami Tuition Benefit Proposal

Professor Clasby reported that the data requested from the Provost's office is now available and the committee will meet to discuss the data and prepare its report for presentation at the next Senate meeting.

#### New Promotion/Tenure Forms

The Chair introduced the matter of new tenure/promotion forms prepared by an ad hoc committee chaired by Professor Bernard Oxman. In his absence, Professor Lorine Buffington summarized the deliberations of the committee and the rationale for the language on the forms. The Provost explained that the Board has asked for a standardized form to be placed at the top of each tenure file. Several faculty members spoke of the risks of summarizing only a part of the file on these forms. Each candidate should be evaluated fully on his or her own merits. It was *moved*, and seconded, to call the question. The *motion failed*. It was *moved*, and seconded, to approve the forms, with the stipulations noted, as presented by the committee. The consensus in the Senate was one of strong objection to the original documents as presented by the administration at the previous