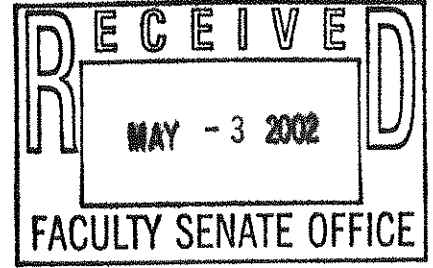




CDFHI



MEMORANDUM

To: Donna E. Shalala, President

From: Steven Green
Chair, Faculty Senate

Date: 29 April 2002

Subject: Faculty Senate Legislation #2001-29(B) – Implementation of a new undergraduate grade option IP (In Progress) for courses extending more than one semester.

The Faculty Senate, at its 24 April 2002 meeting, voted unanimously to approve the implementation of an In Progress (IP) grade for the first semester of two semester courses. This grade option currently exists within the Graduate School and is the standard grade given for internships, research, thesis and dissertation courses where requirements have not been completed. The IP grade for undergraduates will be especially useful for undergraduate programs that offer/require a two-semester sequence as part of degree requirements or for graduation with Honors.

If you approve, the definition in the Undergraduate Bulletin would read as follows:

IP – denotes “in progress” grade assigned upon satisfactory completion of the first-semester of a two-semester sequence, with the final grade for both courses to be submitted at the end of the second semester of the sequence. Please note that all “IP”s must be converted to a letter grade or “IF” at graduation . “IP” will also be converted to “IF” upon any departure from the University for a period in excess of one year.

This legislation is now forwarded to you for your action, including, but not limited to, modifying the Undergraduate Bulletin as indicated on the attachment. Wherever this information appears on the website and elsewhere, changes should be made in parallel with those to the Bulletin.

SG/kl

- cc: Luis Glaser, Executive Vice President and Provost
Benjiman Web, Director of the Honors Program
Patricia Whitely, Vice President of the Division of Student Affairs
Scott Ingold, Associate Dean of Enrollments and Registrar
Perri Lee Roberts, Vice Provost for Undergraduate Affairs
Larry Peterson, Chair of the Academic Standards Committee

Faculty Senate
325 Ashe Admin. Bldg.
Coral Gables, Florida 33124
Phone: (305) 284-3721 Fax: (305) 284-5515
http://www.miami.edu/FacultySenate
e-mail: facsen@miami.edu

THE GRADING SYSTEM

The following symbols are used:

- A —Excellent attainment
- B — Good attainment
- C — Fair attainment
- D — Poor attainment (earns credit but may not fulfill requirement for a major)
- E — Failure (prior to Fall 1995)
- F — Failure (effective Fall 1995)
- W —Course dropped on or before the last day for withdrawing from classes as published in the official calendar of the University. Credit can be earned only by successful repetition of the course.
- I — Incomplete work in passing status with the instructor's permission to complete the course. **An "I" will be assigned only if the instructor is satisfied that there are reasonable *non-academic* grounds for the student's incomplete work. An "I" is not intended to be assigned in order to permit a student to repeat a course without registration or to permit a student to do additional work in order to improve upon grades earned during the semester.** The student who receives an "I" must complete the course with a passing grade before the end of one calendar year, or prior to graduation, whichever occurs first. An Academic Dean may approve an extension initiated by the course instructor. An "I" not completed prior to the student's graduation shall be changed to an "IE" or "IF" by action of the student's Academic Dean.
- 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.
- IP — denotes "in progress" grade assigned upon satisfactory completion of the first-semester of a two-semester sequence, with the final grade for both courses to be submitted at the end of the second semester of the sequence. Please note that all "IP"s must be converted to a letter grade or "IF" at graduation. "IP" will also be converted to "IF" upon any departure from the University for a period in excess of one year.**
- CR—Grade signifying that credit only is awarded based on a "C" average or better.
- NC—Grade signifying that no credit is awarded based on a course average below a grade of "C."
- NG—Symbol assigned by the Office of the Registrar 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 regular academic semester, 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.

CAPSULE: Faculty Senate Legislation #2001-29(B) – Implementation of a new undergraduate grade option IP (In Progress) for courses extending more than one semester.

PRESIDENT'S RESPONSE

APPROVED:  DATE: 5.2.02
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: Provost

EFFECTIVE DATE OF LEGISLATION: _____
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____