

**MEMORANDUM**

**To:** Scott Ingold  
Associate Vice President for Enrollment Management and Registrar

**From:** Mary Coombs *MC*  
Chair, Faculty Senate

**Date:** September 8, 2004

**Subject:** Faculty Senate Legislation #2004-04(D) – Academic Standards Committee Report and Recommendations on Undergraduate Grading Patterns

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The Faculty Senate, at its August 25, 2004 meeting, voted to approve the enclosed Undergraduate Grading Pattern Report and recommendations presented by Nicholas Patricios, 2003-2004 Chair of the Academic Standards Committee. Recommendation number three pertains to the Registrar's Office asking that you distribute to individual faculty members grading reports of their courses and comparable courses.

1. The Faculty Senate is to distribute the Committee's grading patterns report to deans, department chairs, program directors, with a copy to the Provost's office.
2. Deans, chairs, and directors are to be encouraged to compare their unit's pattern of grades with college/school and university-wide patterns.
3. The Registrar's Office is to distribute to individual faculty members grading reports of their courses and comparable courses.
4. Deans, chairs, and directors are to be encouraged to discuss at their faculty meetings grading patterns within their unit in comparison with those elsewhere.
5. Chairs should discuss grading standards with those teaching at the university level for the first time.

MC/kl

cc: Luis Glaser, Executive Vice President and Provost