

335920-05.1 Grading system, discipline, academic probation and dismissal.

(A) Faculty grade records.

- (1) The faculty member is expected to maintain a careful and orderly record of each student's academic performance in each class. The records may be maintained in grade books provided by the university and all such records are the property of the university. When a faculty member leaves the employ of the university, or accumulates grade records no longer needed, these records should be surrendered to the department chair for disposition.
- (2) The faculty member's grade records must be legible, understandable, and complete, as they are the ultimate information in case of questions concerning a student's or a former student's academic performance.

(B) Reporting grades.

- (1) By the end of the fifth week of classes in normal academic semesters (pro-rated for summer sessions), faculty members teaching one hundred level and two hundred level classes will assign satisfactory or unsatisfactory performance indicators to all students. Such indicators will be assigned in the system used by the university registrar, and will be based on the faculty members' overall assessment of the students' classroom performance. The system will in turn notify students of any unsatisfactory indicators and direct them to seek the advice of their faculty and/or academic advisor in order to improve their classroom performance.
- (2) At the time for reporting final grades, the university registrar provides each faculty member with appropriate instructions for the reporting of grades.

(C) Grading system.

- (1) Grades, as listed below, are used to indicate academic performance. Overall scholastic averages are computed on a quality point ratio basis, wherein the sum of the quality points earned is divided by the sum of the credits attempted. The quality point value per credit for each letter grade is shown in the

following table:

| grade | quality points | key |
|-------|----------------|-----|
| A | 4.0 | |
| A- | 3.7 | |
| B+ | 3.3 | |
| B | 3.0 | |
| B- | 2.7 | |
| C+ | 2.3 | |
| C | 2.0 | |
| C- | 1.7 | |

(D) Dropping courses applicable to undergraduate and graduate students.

(1) It is the responsibility of the student to determine the impact of dropping from courses on matters such as financial aid (including scholarships and grants) eligibility for on campus employment and housing, athletic participation, and insurance eligibility.

(2) Students may drop a course through the second week (fourteenth calendar day) of a semester or proportionally equivalent dates during summer session intersession, and other course terms. No record of the course will appear on the student's transcript. For purposes of this policy, the course term for a course that meets during a semester but begins after the beginning of a semester and/or ends before the end of a semester begins when its class meetings begin and ends when its class meetings end.

(3) Dropping a course shall not reduce or prevent a p(he)4(s)5()1T T* [(a)4(n74673. W5(t)(n i)-2(t)hd-2(r)3(aw4())TJ -0.003 Tc 0.003 4.83 0 Tdi(es)n(3)g3s3 ur24(su

equivalent dates during summer session, intersession, or other course terms. A course withdrawal will be indicated on the student's official academic record by a grade of "WD"

- (3) This policy shall take effect for all students at the beginning of the fall semester of 2011
- (F) Withdrawing from courses – applicable to undergraduate students only
- (1) Undergraduate students may not withdraw from ~~the~~ a course more than twice. If a student attempts to withdraw from a course after having withdrawn from it twice before, he or she will continue to be enrolled in the course and will receive a grade at the end of the semester.
 - (2) Full-time undergraduate students who need to withdraw from all courses for extraordinary non-academic reasons (e.g., medical treatment or convalescence, military service) must obtain the permission of the dean of their college. For purposes of this paragraph,
 - (a)

- (5) Undergraduate students who need to withdraw from all courses for extraordinary, nonacademic reasons (e.g. medical treatment or convalescence, military service) may, after consulting with their

- (2) Re-examination for the purpose of raising a grade is not permitted.
- (H) Retroactive withdrawal.
- (1) A retroactive withdrawal may be granted only when a student has experienced unforeseen, documented extenuating medical or legal circumstances that he/she could not have reasonably expected.
 - (2) The student must submit all retroactive withdrawal requests within one calendar year of resuming coursework at the university of Akron.
 - (3) The student must initiate the withdrawal request by providing written documentation of the circumstances, a current university of Akron transcript, current contact information, and a cover letter of explanation addressed to the dean of the college in which he is enrolled.
 - (4) Upon receipt of required materials from the student, the receiving dean will discuss the request with the instructor(s) of record, relevant chair(s), and other deans (if the student is requesting retroactive withdrawal from courses in other colleges). Based on these discussions, a coordinated joint response regarding the request will be formulated by the receiving dean. If approval of the request is recommended by the receiving dean, the university registrar will initiate the ret

335920-05.1

- (2) To secure a "CR," a student may repeat a course in which the previously received grade was a "NC." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.
- (3) To secure a grade ("A" through "F") CR, "NC," a student may repeat a course in which the previously received grade was an "AUD." Registrations under the "CR/NC" option are subject to the restrictions in the "CR/NC" policy.
- (4) A graded course ("A" through "F") may not be repeated for a grade of "AUD."
- (5) A course taken under the "CR/NC" option may not be repeated for a grade of "AUD."
- (6) With the dean's permission, a student may substitute another course if the previous course is no longer offered. Courses must be repeated at the university of Akron.
- (7) Grades for all attempts at a course will appear on the student's official academic record.
- (8) Only the grade for the last attempt will be used in the grade point average
- (9) a grade for a course may not be repeated for a grade of "AUD."

(8)

point ratio of 2.0 is on academic probation and is subject to such academic discipline as may be imposed by the dean of the student's college.

- (3) Probation is a warning to the student whose academic record is unsatisfactory and who is in danger of being dismissed.

an approved trip can be made up. Faculty members should contact the purchasing department about insurance coverage.

(P) Dealing with dishonesty.

- (1) The university reserves the right to discipline any student found guilty of misconduct under the provisions of the student disciplinary procedures. The student's dean shall refer the matter to the vice president for student affairs and designated representative of that office to investigate the alleged misconduct. If the investigation establishes probable guilt, the student will be subject to a hearing under the provisions of the student disciplinary procedures and, if found guilty, will be appropriately disciplined.
- (2) A faculty member who has evidence that a student has cheated in a graded assignment should report the incident to the dean.

Prior Effective Dates 11/27/89, 7/20/90, 5/22/91, 7/31/92, 9/16/96, 2/1/03,
2/22/03, 03/20/03, 6/25/07, 6/13/08, 6/30/11, 7/30/11,
2/14/13, 5/23/13