

EXAMINATIONS AND GRADES

8.50.10 Academic Records. In accordance with the procedures and guidelines cited in section 6.12.21, the Office of Enrollment Services shall keep complete records of the registration and scholastic achievements of undergraduate and graduate students who are enrolled for academic credit in a college or school of the University. The Office of Enrollment Services shall note on a student's record, semester by semester academic distinctions earned.

8.50.20 Reading Days are scheduled following the final day of classes to enable students to prepare for final examinations. Classes, examinations, and laboratories will not be scheduled during this period. Counseling, advising and optional review sessions in preparation for final examinations may take place on a voluntary basis for both students and faculty.

8.51.10 Examinations. On the premise that examinations offer the teacher a valuable teaching aid, an essential means of testing the student's grasp of the course subject matter, and an opportunity for self-evaluation of the effectiveness of teaching methods, it is recommended that members of the faculty plan examinations with all three of these purposes in mind.

8.51.11 Students who plan to be absent from classes or examinations for religious holy days that traditionally preclude secular activity (see 6.20.11 for how such information is made available) shall discuss this with the appropriate instructor(s) in advance of the holy day. The instructor(s) shall then make one of the following options available:

- a. the same quiz, test, or examination to be administered either before or after the normally scheduled time;
- b. a comparable alternative quiz, test, or examination to be administered either before or after the scheduled time;
- c. an alternative weighting of the remaining evaluative components of the course which is mutually acceptable to the student and instructor(s).

8.51.12 Students who expect to be absent from classes or examinations for University sanctioned events shall discuss this with the appropriate instructor(s) at least one week *in advance* of the sanctioned event(s). The instructor(s) concerned shall then offer the student an alternative listed in section 8.51.11. For these purposes University sanctioned events shall be those events approved for class excuses by the Provost and Vice President for Academic Affairs, a Vice President, a Dean, or the Director of Intercollegiate Athletics. No event shall be regarded as University sanctioned until the Provost and Vice President for Academic Affairs has been notified. Disagreements over the validity of an event being categorized as University sanctioned shall be mediated by the Provost and Vice President for Academic Affairs. If agreement cannot be reached, the Provost and Vice President for Academic Affairs shall decide the matter and that decision shall be final.

8.51.13 When serious illness, accident, personal tragedy, or other serious matters prevent students from attending classes, taking examinations, or meeting deadlines, the instructor(s) concerned shall offer the student an alternative listed in section 8.51.11. Disagreements over the seriousness of an illness, accident, personal tragedy, or other serious matter may need to be mediated by the concerned instructor's department chair, dean, or eventually the Provost and Vice President for

Academic Affairs. Either students or their instructors may seek such mediation. If an agreement cannot be reached, the Provost and Vice President for Academic Affairs shall decide the matter and his/her decision shall be final.

8.51.14 Requests for make-up, no matter what reason is offered for the absence, must be made before the end of the semester in which the absence(s) occur. The provisions of 8.51.11-14 are not meant to affect instructors' rights to give or not to give an Incomplete grade if the circumstances warrant such action (see sections 8.53.20-21).

8.51.15 Examinations given during the semester may be administered at a time other than the regularly scheduled class hours provided students are notified in advance in the *Schedule of Courses* and in the course syllabus. Examinations given at a time other than the regularly scheduled class hours may not be scheduled to begin earlier than 6:00 p.m. and may not occur on Saturday or Sunday. (See 8.39.10)

* **8.51.16** All final examinations, with the exception of take-home examinations, shall be administered during the final examination period and in accordance with the final examination schedule prepared and distributed by the Office of Enrollment Services. A faculty member cannot change the date, time or place of a scheduled final examination without the approval of the Office of Enrollment Services. In courses where no final examination is to be administered, a faculty member cannot administer any other examination during the last five days that classes are in session; instead, he or she must administer that examination according to the final examination schedule. In courses where a faculty member wishes not to administer an end of the semester examination, or instead wishes to administer a take-home final examination, then that faculty member must seek a waiver from the original schedule through his/her department chairperson or immediate academic supervisor so that the Office of Enrollment Services is made aware of the room vacancy.

8.51.17 All work for courses, including term papers but excepting the final examination, shall be completed by the final class meeting.

8.51.20 In short courses and summer session courses (see 8.32.12) the final exam shall be administered during the last regularly scheduled class session unless otherwise approved by the scheduling office. The amount of time allocated to the final exam shall be no less than one hour.

8.51.21 A minimum of 7 days shall be allowed for each final examination period. Exam periods shall be scheduled for a maximum of 3 hours. (See also 8.70.23)

8.51.22 The examination schedule of the final day of examinations shall be rotated so that no faculty member or group of faculty members shall be continually penalized by having to submit grades within 48 hours.

8.51.23 Large-class examinations shall be scheduled early in the examination period.

8.51.25 There shall be at least one weekday Reading Day between the last day of classes and the beginning of the final examination period. (See also 8.70.22).

8.51.26 A student scheduled for two final examinations at the same hour shall report the conflict to the instructors who shall, in turn, report to the Scheduling Officer. If conflicts are not resolved by the Scheduling Officer, the student shall take examinations in the order in which the classes meet in the regular class schedule.

8.51.27 A student scheduled for three final examinations in one day shall take on that day the examinations for the two courses that met first and second in the week during the semester. It is the responsibility of the student to arrange a time with the

instructor of the third class to take the final examination at a time that would not result in the student taking three finals in one day.

8.51.30 Final Examinations and Athletic Events. Intercollegiate athletic contests at the University of Rhode Island shall not be scheduled so as to require travel or competition during either the final exam period, on designated reading days, or on Sunday of the intra-exam weekend. Games may be scheduled on Saturday of an intra-exam period weekend provided it is not a designated exam day and that all off-campus travel, if necessary, is limited to that day. Compulsory practice sessions shall not be scheduled on designated reading days, final exam days, or Sunday of the intra-exam period weekend.

8.51.31 No waiver shall be required for participation in conference-scheduled competitions, conference championships, and NCAA championships; however, the Athletics Advisory Board must be notified in advance on a timely basis when such participation, or associated off-campus travel, is scheduled to occur during the final exam period, on designated reading days, or on Sunday of the intra-exam period weekend. Issues regarding special tournaments and other major athletic competitions not controlled through University scheduling that occur, or require associated off-campus travel, during the final exam period, on designated reading days, or on Sunday of the intra-exam period weekend shall be forwarded to the Athletics Advisory Board for their recommendation to waive the above policy and permit participation. In the event that the Athletics Advisory Board agrees to issue a request to the President to waive the provisions of sections 8.51.30-31, then the Board shall also provide the Faculty Senate Executive Committee with appropriate documentation and explanation as to its reasons for making the request. The explanation to the Faculty Senate Executive Committee should be forwarded simultaneously with the request to the President. The board's recommendation shall be forwarded to the University President for final action.

8.51.40 Security of Examinations. The instructor shall have the primary responsibility for security of examinations and shall exercise this responsibility diligently. This responsibility shall extend through the preparation, duplication and administration of examinations.

8.51.50 Final Examination Repository. The Library shall assume the responsibility of housing and maintaining a file in which instructors may place copies of any examinations they have given.

8.52.10 Grading Criteria. Instructors shall inform students in writing within one week after the beginning of the class of the criteria upon which grades will be determined including such information as the number and types of tests which will be given, the number and types of papers which will be assigned, the weight of homework assignments, etc. With appropriate written notification, these criteria can be changed by the instructor during the semester.

* **8.52.20 Instructor's Records.** Instructors shall keep accurate records of all marks which are used in determining a student's grade and shall retain such records for at least two semesters from the date on which the grade was submitted. Instructors, teaching assistants, etc., who are going on leave or who are leaving the employ of the University shall deposit copies of such grading records in departmental (or college) offices.

* **8.52.21** All papers, exams, reports, etc., submitted by students in fulfillment of course requirements and not returned to students shall be retained by instructors for at least two semesters (not including summer sessions) after the end of the semester in which the items were submitted. Unless informed otherwise in writing, students shall normally have the right to examine such exams and papers, etc., under conditions and stipulations determined by the course instructor.

* **8.53.10 Grades.** Student grades are defined as follows:

- A -- Superior
- B -- Good
- C -- Fair
- D -- Low grade, passing
- F -- Failure
- I -- Incomplete
- S -- Satisfactory, course taught on S-U basis
- S* -- Satisfactory, course taken by a graduate student under the Pass-Fail grading option
- U -- Unsatisfactory, course taught on S-U basis
- U* -- Unsatisfactory, course taken by a graduate student under the Pass-Fail grading option
- P -- Passing, course taken under the Pass-Fail option
- NW -- Enrolled - No work submitted
- NR -- Enrolled - No grade reported

8.53.11 Grades shall be given quality point values as follows:

A = 4.00 points	C- = 1.70 points
A- = 3.70 points	D+ = 1.30 points
B+ = 3.30 points	D = 1.00 points
B = 3.00 points	F = 0 points
B- = 2.70 points	U = 0 points
C+ = 2.30 points	U* = 0 points
C = 2.00 points	

8.53.12 Enrolled - No Work Submitted. In those instances when a student enrolls in a course through the registration process and (1) never attends the course, or (2) stops attending early in the semester, the instructor may record a grade of NW, no work submitted. The grade will not affect the student's attempted or earned credits and will have no effect on a student's QPA.

* **8.53.13 Enrolled – No grade reported.** Assigned by Enrollment Services when instructor does not submit grade. (See 8.54.12).

8.53.20 Incomplete. A student shall receive a report of "Incomplete" in any course in which the course work has been passing up until the time of a documented precipitating incident or condition, but has not been completed because of illness or another reason which in the opinion of the instructor justifies the report. An instructor who issues a grade of "Incomplete" shall forward a written explanation to the student's academic dean.

8.53.21 The student receiving "Incomplete" shall make necessary arrangement with the instructor or, in the instructor's absence, with the instructor's chairperson to remove the deficiency. This arrangement shall be made prior to the following midsemester for the undergraduate student and within one calendar year for the graduate student.

8.53.30 S/U Courses. Certain courses do not lend themselves to precise grading (e.g., research, seminar). For these courses, only a Satisfactory (S) or Unsatisfactory (U) shall be given to all students enrolled. To qualify as an S/U course, the course must be approved by the Faculty Senate after recommendation by the Curricular Affairs Committee and/or the Graduate Council. S/U courses shall be so labeled in the *University Catalog*. An S/U course is not to be counted as a course taken under the Pass/Fail grading option. Courses numbered below 100 that are graded on an S/U basis shall not be included in the calculation of a student's quality point average or credits earned.

8.54.10 Reporting of Records. All grades shall be reported to the Office of Enrollment Services on the prescribed form not later than 48 hours after the end of the final examination period, with the provision that an extension of time may be allowed in individual cases by approval of the dean of the college on written request of the instructor. No instructor shall submit grades later than 96 hours after the end of the final examination in the course concerned, except that the time limits shall be 72 hours when the examination is given on the next to the last day of the examination period and 48 hours when the examination is given on the last day. If the final examination period ends within 48 hours of December 25, the deadline for submitting grades shall be extended one working day after December 25. In the computation of time limits, Sundays and Holidays shall be excluded.

8.54.11 Failures shall be reported on the appropriate form to the student's academic dean.

8.54.12 The Office of Enrollment Services shall prepare for the instructor a roster listing every properly registered student in every section. The instructor shall submit to the Office of Enrollment Services for each student whose name appears on the roster a letter grade (A-F), an incomplete, or an "S" or "U" if applicable. If the instructor does not submit a grade (as listed in section 8.53.10), the Office of Enrollment Services shall be authorized to use the designation "NR" (Not Reported) on the end-of-semester grade reports and on the permanent record. Courses receiving the designation "NR" shall not be included in the computation of the student's quality point average.

8.54.20 Reporting of Records: Academic Progress for Freshmen. Reports of S (Satisfactory), S- (Marginal), or U (Unsatisfactory) shall be made to the Office of Enrollment Services on the prescribed forms not later than mid-semester. The instructor does not submit a grade (as listed in section 8.53.10), the Office of Enrollment Services will prepare for the appropriate instructor a roster listing every properly registered freshman student in every section. The instructor shall submit a report to the instructor does not submit a grade (as listed in section 8.53.10), the Office of Enrollment Services for each student whose name appears on the roster. These reports will be mailed by the instructor does not submit a grade (as listed in section 8.53.10), the Office of Enrollment Services to the students' local address with a copy forwarded to University College. These reports are intended to alert students to their academic status and to aid in advising, but will not become part of the students' permanent academic record nor figure in their quality point average.

8.55.10 Failure in Courses. Failures shall be included in the computation of quality points. A failed course or one in which a C- or any D was earned by an undergraduate student may be repeated. The original grade shall be included in the calculation of the student's QPA unless the course is repeated under the specific conditions of the Second Grade Option defined in 8.33.32.

8.55.11 A student may repeat a failed elective course but is not required to do so.

8.56.10 Changes in Records. No grade (including that of NW) shall be changed after it has been reported to and recorded by the Office of Enrollment Services except in the following circumstances. First, a grade may be changed upon written request by the instructor. Second, following an appeals case an instructor's department chairperson or immediate administrative supervisor shall act on the advice of the appeals committee (see 8.26.13) and change a grade over the instructor's objection. Third, in the event that the original instructor can no longer be consulted (e.g., having died or moved to an unknown address), the instructor's chairperson/supervisor can act in the missing person's stead and initiate a grade change, including the removal of inappropriate NW grades. This shall only happen, however, if an appeals committee has recommended such action in writing. All grade changes must be authorized by the

appropriate dean. Entries to a student's academic record shall not be changed after two years for the undergraduate student and after three years for the graduate student. (See sections 8.26.10 through 8.26.13 for appeals procedures.) The removal of an "Incomplete" as a result of a special examination or the completion of other work shall be reported to the Office of Enrollment Services within 72 hours after such examination or completion (see 8.53.20).

8.56.12 Grade changes for grades received before graduation will not be permitted after graduation unless the change is based on clerical or procedural errors and the change is received and posted to the student's record by the last day of classes of the semester following the term in which the student graduates.

8.57.10 Dean's List. Undergraduate students who have achieved certain levels of academic excellence shall be honored by inclusion of their names on the "Dean's List." Each semester, the Office of Enrollment Services will publish lists of students who have attained the required quality point average. Full-time students qualify for the "Dean's List" by completing twelve or more credits for letter grades and by achieving a 3.30 quality point average. Part-time students qualify for the "Dean's List" by completing an accumulation of twelve or more credits for letter grades and by achieving a 3.30 quality point average.

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