

PRESENT GRADING POLICIES

GRADE	GRADE POINTS	GRADING SYSTEM EFFECTIVE FALL 1973
*A	4	Excellent
*B	3	Above Average
*C	2	Average
*D	1	Below Average
*E	0	Failure
F	-	Failure (Special P/F Grade)
I	-	Incomplete
K	-	Course in Progress
N	-	Nonofficial Withdrawal
O	-	No Credit
P	-	Passing (Special S/P and P/F Grade)
S	-	Superior (Special S/P Grade)
W	-	Withdrawal
X	-	Course Cancelled by University
Y	-	No Grade Reported
--	-	Registration Cancelled

*Grades computed in grade average.

PROPOSED GRADING POLICIES

GRADE	GRADE POINTS	GRADING SYSTEM EFFECTIVE FALL 1977
*A	4	Excellent
*B	3	Good
*C	2	Fair
*D	1	Poor
*E	0	Failure
F	-	Failure (Special P/F Grade)
P	-	Passing (Special S/P and P/F Grade)
S	-	Superior (Special S/P Grade)
**I	-	Incomplete
K	-	Course in Progress
N		Nonofficial Withdrawal
O	-	Audit (No Credit)
W	-	Withdrawal
X		Course Cancelled by University
Y		No Grade Reported
		Registration Cancelled

*Grades computed in grade average.

**Changed to and computed in the grade average as an "E."

PRESENT GRADE DESCRIPTIONS

PROPOSED GRADE DESCRIPTIONS

GRADE	NAME	USE	GRADE	NAME	USE
A	Excellent	This is the highest grade available to award. Grade point value = 4.	A	Excellent	This is the highest grade available to award. Grade point value = 4.
B	Above Average	Grade point value = 3.	B	Good	Grade point value = 3.
C	Average	Grade point value = 2.	C	Fair	Grade point value = 2.
D	Below Average	Grade point value = 1.	D	Poor	Grade point value = 1.
E	Failure	Awarded to a student whose work indicates that he or she is progressing unsatisfactorily and should not earn a grade of D or higher. The E will also be awarded when a student withdraws from a course and is doing failing work. The E cannot be awarded in the first 6 weeks of the semester. Grade point value = 0.	E	Failure	Grade point value = 0.
F	Failure (Special P/F Grade)	Awarded only when a student is registered in a course under the Pass/Fail option. The criterion for awarding this grade will be the same as the grade E; therefore, a student must be doing unsatisfactory work. No grade point value. (See section on Pass/Fail Option)	F	Failure (Special P/F Grade)	Failure grade when a student is registered under the Pass/Fail option. The criterion for awarding this grade is the same as for awarding the grade of "E." No grade point value. (See section on Pass/Fail option)

PRESENT GRADE DESCRIPTIONS

PROPOSED GRADE DESCRIPTIONS

GRADE	NAME	USE	GRADE	NAME	USE
I	Incomplete	Awarded only at the end of a semester, when course work has been satisfied except for a small portion remaining to be completed. The grade of I is not to be awarded when the student is expected to repeat the course; in such case, a grade of E must be awarded. Incomplete grades do not enter into the calculation of the grade point average and remain permanently on the student's record unless removed by a final grade within one year after the incomplete is given. For courses not carrying graduate credit, the one-year limit may be extended by the instructor concerned. For courses carrying graduate credit, the one-year limit may be extended only for cause approved by the Graduate Council. In the case of Thesis or Dissertation, the time limit for removing an incomplete grade is six years for full credit. The grade of I remains permanently on the student's record unless removed by a final grade. No grade point value.	I	Incomplete	Awarded only at the end of a semester, when course work has been satisfied except for a minor portion remaining to be completed. The grade of I is not to be awarded when the student is expected to repeat the course. In such case, a grade of E must be awarded. Incomplete grades do not enter into the calculation of the grade point average for one year from date of award. If the incomplete is not removed by the instructor within one year, an I grade will automatically be counted as an E in the grade point average and so indicated on the student's permanent record, or, in the case of a P/F course, as an F, which is not counted in the grade point average. For courses not carrying graduate credit, the one-year limit may be extended by petition for cause approved by the instructor with the concurrence of the dean of the college in which the course is taught. For courses carrying graduate credit, such approval may be granted only by the Graduate Council. In the case of Thesis or Dissertation, the time limit for removing an incomplete grade is six years for full credit.

PRESENT GRADE DESCRIPTIONS

PROPOSED GRADE DESCRIPTIONS

GRADE	NAME	USE	GRADE	NAME	USE
K	Course in Progress	Awarded only by the Office of the Registrar. It will be given to a student whose course extends beyond the current grading period. No grade point value.	K	Course in Progress	Awarded only by the Office of the Registrar. It will be given to a student whose course extends beyond the current grading period. No grade point value.
N	Nonofficial Withdrawal	Awarded in cases of nonattendance or of passing work until the course was nonofficially dropped. Grades of N shall not be awarded to graduate students after the last day of the tenth calendar week in which classes are held except for cause approved by the Graduate Council. No grade point value.	N	Nonofficial Withdrawal	[Discontinue this grade.]
0	No Credit (Audit)	Automatically awarded for No Credit courses. No grade point value.	0	Audit (No Credit)	Automatically awarded for No Credit courses. No grade point value.
P	Passing (Pass/Fail Option)	Awarded only when a student is registered in a course under the Pass/Fail option. To receive the grade of P the student must be doing work comparable to a D or better. No grade point value. (See section on Pass/Fail Option)	P	Passing (Pass/Fail Option)	Awarded only when a student is registered in a course under the Pass/Fail option. To receive the grade of P the student must be doing work comparable to a D or better. No grade point value. (See section on Pass/Fail Option)
P	Passing (Special S/P Grade)	Used in place of the grade B for Individual Studies courses. To receive the grade of P the student must be doing work comparable to a grade of B. No grade point value.	P	Passing (Special S/P Grade)	Used in place of the grade B for Individual Studies courses. To receive the grade of P the student must be doing work comparable to a grade of B. No grade point value.

PRESENT GRADE DESCRIPTIONS

GRADE NAME USE

S Superior (Special S/P Grade) Used in place of the grade of A for Individual Studies courses. To receive the grade of S the student must be doing work comparable to a grade of A. No grade point value.

W Withdrawal Awarded only to a student who officially withdraws and is doing passing work. The student's withdrawal must be done on official withdrawal forms. The grade of W is automatically awarded if a student officially withdraws within the first 6 weeks of classes. A student withdrawing from all course work must begin the withdrawal process at the Dean of Students office. No grade point value.

X Course Cancelled by University Awarded to a student who has enrolled in a course which subsequently is cancelled by the University. The Office of the Registrar will award this grade when notification of cancellation is received. No grade point value.

S Superior (Special S/P Grade) Used in place of the grade of A for Individual Studies courses. To receive the grade of S the student must be doing work comparable to a grade of A. No grade point value.

W Withdrawal Awarded only to a student who officially withdraws with the instructor's permission, and who is doing passing work, after the end of the 4th week of classes. For undergraduate students the last day for withdrawal with a "W" is the last day of classes (not including the Final Examination Period). For graduate students the last day for withdrawal with a "W" is the last day of the tenth week of classes except for cause approved by the Graduate Council. For students in the Colleges of Law and Medicine, withdrawals are governed by the rules and regulations of those colleges. Subject to the above limitations, the awarding of a "W" grade is entirely a matter of the instructor's discretion, with the concurrence of the college dean. For withdrawals prior to the end of the 4th week of classes, see the section on Registration Adjustments.

~~X~~ ~~Course Cancelled by University~~ [Discontinue this grade. If a course is not taught, it should not appear on the student's record.]

PRESENT GRADE DESCRIPTIONS

PROPOSED GRADE DESCRIPTIONS

GRADE	NAME	USE
Y	No Grade Reported	Awarded by the Office of the Registrar to a student whose instructor has failed to report a grade by the last day for reporting grades. When this grade is awarded the instructor must file a Removal of Incomplete/Change of Final Grade Form changing the grade of Y to the appropriate grade. No grade point value.
-- (Dash)	Registration Cancelled	Awarded by the Office of the Registrar to any student whose registration has been cancelled by the University.

GRADE	NAME	USE
Y	No Grade Reported	[Discontinue this grade. In its place use a mark which is referenced on the student's record, but which does not appear in this document.]
-- (Dash)	Registration Cancelled	[Discontinue this grade. A cancellation of registration should be complete.]

Present

ABSENCES

Students are expected to be regular and punctual in class attendance. The University believes that students themselves are primarily responsible for attendance. Recognizing, however, that the University bears responsibility to the students, it sets forth certain regulations regarding attendance.

Class attendance for freshman students is mandatory in all courses. Class attendance is mandatory for all students enrolled in laboratory, discussion, and drill sections where a substantial amount of the course content can be had only in class participation. Whenever freshman students or students in such laboratory, discussion, or drill sections are absent for as many times as correspond to the unit value of the course, whether such absences are consecutive or not, the instructor shall report such absences to the Dean of Students. Upon receipt of such notice, the Dean shall notify the instructor if any information in his possession explains the student's absence. If the Dean has no such information, he shall notify the student that his absences have been reported and that additional absences will authorize the instructor, at his discretion, to drop the student from the course with such grade. "N" (non-official withdrawal) or "E" (Failure), as his record warrants.

When an instructor recommends dropping a student because of absences, the dean of the college, after investigating the circumstances, shall request the Registrar to close the records of the student with the appropriate grade unless he has learned of extenuating circumstances which, when communicated to the instructor, will lead him to withdraw his recommendation.

Proposed

ABSENCES

Students are expected to be regular and punctual in class attendance. The University believes that students themselves are primarily responsible for attendance.

Excessive absences, especially in laboratory, discussion, and drill sections or where a substantial amount of the course content can be had only in class participation, will be reported by the instructor to the Dean of Students. Upon receipt of such notice, the Dean shall notify the instructor if any information in the Dean's possession explains the student's absence. If the Dean has no such information, the student shall be notified that the absences have been reported and that additional absences will authorize the instructor, at the instructor's discretion, to drop the student from the course with a grade of "E" (Failure).

When an instructor recommends dropping a student because of absences, the dean of the college, after investigating the circumstances, shall request the Registrar to close the records of the student with a grade of "E" unless the dean has learned of extenuating circumstances which, when communicated to the instructor, will lead the instructor to withdraw the recommendation.

FACULTY MANUAL

Present

3.19 WITHDRAWALS FROM COURSE

The last day on which a student other than in the Law College may drop a course with the passing withdrawal grade of "W", shall be the last class day of the tenth calendar week during which classes are held, except for extraordinary reason approved by the student's academic dean. Law College students are permitted this privilege only through the first six weeks of the fall or spring semesters. Withdrawals properly filed with the University Cashier prior to the end of the sixth week of classes are limited to a grade of "W"; thereafter a grade of "E" or "W" may be recorded.

Proposed

3.19 WITHDRAWALS FROM COURSE

Students are permitted to withdraw from courses during the first four weeks of classes without instructor permission. Such withdrawals are treated as registration adjustments and will not appear on the student's permanent record. Subject to limitations set forth in the University's catalogs, students who are doing passing work may withdraw from courses after the fourth week of classes, but only with the instructor's permission. To prevent possible misunderstandings, it is imperative that instructors inform their classes of their withdrawal policies, in writing, at the earliest possible time.

PRESENT

REGISTRATION ADJUSTMENTS

CHANGE OF SCHEDULE — Changes in an original registration by additions or withdrawals may be made with approval of the instructor, advisor, and/or the dean concerned. Any withdrawal filed by the end of the 6th week of classes is automatically recorded as "W" and the instructor's signature is not required. Change-of-schedule forms may be obtained at the Office of the Registrar. A fee of \$2.00 is charged unless the change is made for the convenience of the department or is limited to withdrawal with a failing grade. This form must be presented at the Office of the Registrar and processed by the University cashier no later than one week following the award of a grade of "W" (withdrawal).

After the last day of registration for credit, as stated in the Academic Calendar, a student may not add a course without special permission from the instructor of the course and the student's college dean.

The last day on which a student (other than in the College of Law) may drop a course with the grade of "W" shall be the last day of the tenth calendar week during which classes are held, except for an extraordinary reason approved by the student's college dean. The grade of "W" is awarded only if the student is doing passing work.

For students in the College of Law the privilege of withdrawing with a grade of "W" is governed by rules and regulations as established by the law faculty.

TRANSFER TO LESS ADVANCED COURSE — Whenever a student is unable to meet satisfactorily the requirements of a course in which he is registered he may be transferred to a less advanced course in the same department if the head of the department and the instructor of the less advanced course believe the student can satisfactorily pursue the work of the less advanced course. In all such cases, the transfer shall be made within 5 weeks after the beginning of classes using the change-of-schedule form. In certain departments this privilege extends only through the 14th day of classes.

CHANGE OF REGISTRATION FROM CREDIT TO NON-CREDIT — A student may change his registration in a course from credit to no credit after the sixth week of classes only if he is doing passing work in that course.

CHANGE OF COLLEGE — Change from one college to another may be made by filing a change-of-college form in the Admissions Office at least 30 days prior to the next registration. The change of college is effective at the beginning of the semester or term in which the student registers in the new college.

CHANGE OF MAJOR — A student may change his major by filing a change-of-major form in the Admissions Office.

PETITIONS — Students desiring to submit petitions to the faculty may obtain petition forms in the office of the Registrar or their college dean. For information, contact the degree certification section of the Registrar's Office or the office of the college dean concerned.

CONCURRENT REGISTRATION AT THE UNIVERSITY OF ARIZONA AND ANOTHER INSTITUTION — A student enrolled at the University of Arizona will be permitted to enroll concurrently at another institution only with the approval of his University academic dean. University of Arizona students carrying work at another institution without securing this approval will not be permitted to transfer credit earned to the University.

LIMITATION OF REGISTRATION — Whenever lack of facilities in courses makes

PROPOSED

REGISTRATION ADJUSTMENTS

CHANGE OF SCHEDULE — Changes in an original registration by additions or withdrawals may be made with approval of the instructor, advisor, and/or the dean concerned. Any withdrawal filed by the end of the 4th week of classes is treated as a cancellation of registration and the instructor's signature is not required. Change-of-schedule forms may be obtained at the Office of the Registrar. A fee of \$2.00 is charged unless the change is made for the convenience of the department or is limited to withdrawal with a failing grade. This form must be presented at the Office of the Registrar and processed by the University cashier no later than one week following the award of a grade of "W" (withdrawal).

After the last day of registration for credit, as stated in the Academic Calendar, a student may not add a course without special permission from the instructor of the course and the student's college dean.

For withdrawals after the 4th week of classes, see the section on Withdrawal Grades.

TRANSFER TO LESS ADVANCED COURSE — Whenever a student is unable to meet satisfactorily the requirements of a course in which he is registered he may be transferred to a less advanced course in the same department if the head of the department and the instructor of the less advanced course believe the student can satisfactorily pursue the work of the less advanced course. In all such cases, the transfer shall be made within 5 weeks after the beginning of classes using the change-of-schedule form. In certain departments this privilege extends only through the 14th day of classes.

CHANGE OF REGISTRATION FROM CREDIT TO NON-CREDIT — A student may change his registration in a course from credit to no credit after the ~~sixth~~ **fourth** week of classes only if he is doing passing work in that course.

CHANGE OF COLLEGE — Change from one college to another may be made by filing a change-of-college form in the Admissions Office at least 30 days prior to the next registration. The change of college is effective at the beginning of the semester or term in which the student registers in the new college.

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LIMITATION OF REGISTRATION — Whenever lack of facilities in courses makes