

## **UWM Academic Policy Committee Recommendation for Changing the Processing of an “F” Grade**

The Academic Policy Committee moves adoption of the attached policy change entitled, “Policy for Processing an “F” Grade in a Class.”

### **Rationale**

The Office of Financial Aids Director, Ms Jane Hojan-Clark, requested the University Committee to review how student “F” grades are recorded. In the recent past, the Federal Government has taken an active interest in appropriate allocation of student financial aid funds. Colleges and universities have been audited and found vulnerable; specifically, students were receiving financial aid for courses they never attended and for which they subsequently received an “F” grade. When audited, these institutions were requested to return financial aid amounts provided students who never attended classes. Ms Hojan-Clark asked that we develop a way of recording “F” grades such that UWM could recover financial aid assigned to those students who have never (or minimally) attended classes and not official withdrawn (which would have reduced their financial aid, as allocated).

To that end, the UC turned the “F” grade issue over to the APC to develop an appropriate process. Attached is the result of their effort. The APC recommends approval of this grade policy change.

Submitted by

Prof Brian Armstrong, Chair  
UWM Academic Policy Committee

### Policy for Processing an "F" Grade in a Class

The APC recommends that the Faculty Senate adopt the following change to grading policy:

In the case of an 'F' grade, the instructor will also report the student's week last participation in the course. The week of last participation is the last week of the term for which there is documented evidence of the student's participation in the course.

"Documented Evidence" includes any work or materials received from the student, such as exams, quizzes, projects, homework, etc. "Documented evidence of participation in the course" can also include an annotation by the instructor that the student was observed to attend class or otherwise participate in the course on a certain date.

The mechanism to report the week of last participation shall be as follows: when reporting an 'F', the instructor will follow the 'F' with a numeral showing the last week of participation by the student. For example, following a regular, 16 week, term, the possible marks would be:

Mark	Definition
F0	No Participation
F1	No Participation after 1st Week
F2	No Participation after 2nd Week
F3	No Participation after 3rd Week
F4	No Participation after 4th Week
F5	No Participation after 5th Week
F6	No Participation after 6th Week
F7	No Participation after 7th Week
F8	No Participation after 8th Week
F9	No Participation after 9th Week
F10	No Participation after 10th Week
F11	No Participation after 11th Week
F12	No Participation after 12th Week
F13	No Participation after 13th Week
F14	No Participation after 14th Week
F15	No Participation after 15th Week
F16	Term Completed

Follow a six week summer term, the possible marks would be F0 ... F6; etc.

On official transcripts, only the mark 'F' will be reflected.

On internal transcripts, the Week of Last Participation ('F0', 'F1', etc) will be reflected.

Submitted to the UWM University Committee on 9 April 2004 by the Academic Policy Committee (Professor Brian Armstrong, Chair).