

General Legislative Action

At its meeting on December 3, 2020, the Faculty Senate approved Class B Legislation to amend *Student Governance and Policies*, Chapter 110 (Grades, Honors, and Scholarship). President Ana Mari Cauce has also approved the proposed legislation. This legislation updates Chapter 110 to reflect the creation of the Registrar Drop (RD) withdrawal grade annotation (implemented May 29, 2020), and substitutes prior references to “his and her” with “their” within the Chapter. The faculty was given the opportunity to submit written objections to its substantive nature, under the Faculty Code, Chapter 22, [Section 22-74](#) Senate Procedure: Class B Actions. There were no objections to this legislation.

Class B Legislation
Student Governance and Policies
Scholastic Regulations
Chapter 110, Grades, Honors, and Scholarship

Background and Rationale

The Faculty Council on Academic Standards and the Office of the University Registrar, recommends amending Scholastic Regulations Chapter 110 (Grades, Honors, and Scholarship) based on the following findings:

- With the creation of the Registrar Drop (RD) withdrawal grade annotation defined in the Scholastic Regulations Chapter 113, Section 3. A, 2 & 3, the System of Grades section of this chapter updated in May 2020, this chapter needs to reflect this new grade annotation.
- In the spirit of honoring gender inclusivity, prior references to “his and her” are being changed to “their.”

Student Governance and Policies

Scholastic Regulations Chapter 110

Grades, Honors, and Scholarship

1. The Grading System

A. System of Grades

The following shall be the system of grades, subject to the exceptions noted in Subsections [B](#), [C](#), [D](#), and [E](#) of this section.

1) Numeric Grades

Numeric grades shall be entered as numbers, the possible values being 4.0, 3.9, . . . and so on decreasing by 0.1 until 0.7 is reached. The numbers 0.6, 0.5, 0.4, 0.3, 0.2, 0.1 shall not be assigned as grades. The number 0.0 can be assigned as a grade.

Correspondence between numeric grades and letter grades is as follows:

| Letter Grade | Numerical Grade-Point Equivalent | Explanation |
|--------------|----------------------------------|-------------|
|--------------|----------------------------------|-------------|

| | | |
|----------|---------|---|
| A | 4.0-3.9 | Honor |
| A- | 3.8-3.5 | |
| B+ | 3.4-3.2 | |
| B | 3.1-2.9 | Good |
| B- | 2.8-2.5 | |
| C+ | 2.4-2.2 | |
| C | 2.1-1.9 | Medium |
| C- | 1.8-1.5 | |
| D+ | 1.4-1.2 | |
| D | 1.1-0.9 | Poor (low pass) |
| D- | 0.8-0.7 | |
| E (or F) | 0.6-0.0 | Failure or other than official withdrawal |

2) Letter Grades

The following letter grades also may be used:

| Letter Grade | — | Meaning |
|--------------|---|------------------------------------|
| I | — | Incomplete |
| N | — | Satisfactory without grade |
| W | — | Official Withdrawal |
| S/NS | — | Satisfactory/Non-Satisfactory |
| CR/NC | — | Credit/No Credit |
| HW-RD | — | Hardship Withdrawal Registrar Drop |

Complete descriptions of the above letter grades follow.

3) The Grade I

- a) An Incomplete shall be given only when the student has done satisfactory work to within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. A written statement of the reason for the giving of the Incomplete, listing the work which the student will need to do to remove it, must be filed by the instructor with the head of the department or the dean of the college in which the course is given.
- b) In order to obtain credit for the course, a student must convert an Incomplete into a passing grade by the last day of the following quarter. An Incomplete grade not made up by the end of the next quarter shall be converted to the grade of 0.0 (E) by the Registrar unless the instructor has indicated when assigning the Incomplete grade that a grade other than 0.0 (E) should be recorded if the incomplete work is not completed. For Spring Quarter, the following quarter is considered to be Fall Quarter.
A student may petition the Registrar to retain the Incomplete grade on his or her their record for a maximum of three additional quarters. Petitions will be granted by the Registrar if approved by the instructor of the course involved. Petitions must be received by the Registrar's Office prior to the end of the quarter in which the I grade will convert to a failure.
- c) In no case shall an Incomplete on the record at the time a degree is granted be subsequently changed to any other grade.

- d) The grade I shall count neither for registered hours nor in computation of grade-point averages.
- e) For DL courses that do not follow the quarter schedule, an Incomplete shall be given only when the student has done satisfactory work to within two weeks of the maximum term for completion of the course, as specified at the time of registration. In order to obtain credit for the course, a student must convert an Incomplete into a passing grade by the end of the quarter following the one in which the Incomplete was given. All other provisions and deadlines of Subsections [1.A.3.a](#) through [1.A.3.d](#) shall also apply.

4) The Grade N

The grade N may be given in thesis, research, and hyphenated courses in which the grade is dependent upon the work of a final quarter. When the grade of N is given in a course it may indicate that the work has been completed to the end of the quarter in which the N is given. It shall carry with it no credit or grade until a regular grade is assigned. The use of the N grade also [Subsection 1.B.3.\)](#)

5) The Grade **WRD**

The grade **WRD** will be assigned to any course dropped after the 14th calendar day of the quarter through the seventh week, to be followed by a number representing the week in which the course was dropped.

- a) The Office of the Registrar will assign a grade of **WRD** to any course in which a student is enrolled when a University withdrawal is filed after the 14th calendar day of the quarter.
- b) Proportional schedules will be published in the Time Schedule for Summer Quarter a and b terms.
- c) The grades of **W** and **HW RD** are not computed in the grade-point average.
- d) Students unofficially dropping a course will receive a grade of 0.0.
- e) For DL courses that do not follow the quarter schedule, the grade **WRD** shall be assigned to any course dropped after the 14th calendar day after the start of the course and no later than two weeks before the end of the maximum term for completion of the course, as specified at the time of registration. The date of withdrawal shall be noted on the transcript. The provisions of Subsections [1.A.5.c](#) and [1.A.5.d](#).

6) S/NS

- a) An undergraduate may earn up to 25 elective credits of the 180 minimum credits required for graduation on a satisfactory/non-satisfactory (S/NS) basis. Each instructor shall report numeric grades to the Registrar, who shall convert satisfactory grades (2.0 or greater) to S, and non-satisfactory grades (less than 2.0) to NS for the student's transcript. S/NS shall not be considered in computation of the grade-point average.
- b) An undergraduate student may register for up to a maximum of 20 credits under the satisfactory/non-satisfactory basis, with exceptions possible by approval of the **campus** Registrar.
- c) Subject to the maximum credit limitation above, the student may indicate at the time of registration if she or he elects to take a course on an S/NS basis. The student can change to and from an S/NS option through the seventh week of the quarter through electronic registration. There is no limit to the number of S/NS credits that a student can

register for in a given quarter. Withdrawal from an S/NS course is subject to the same regulations as for any other course.

- d) An instructor may not submit an S or NS in a course. S/NS grades shall appear on the transcript only in the event that the student is registered on an S/NS basis.
- e) Under campus-wide extraordinary circumstances, the campus registrar, in consultation with the appropriate campus faculty body, may waive the restrictions in Sections a through c above so that undergraduate students may opt for S/NS grading for elective or required courses without a maximum credit limitation. S/NS grading for campus-wide extraordinary circumstances deemed quarters will meet graduation and degree requirements. Temporary modifications to the S/NS policies will be clearly communicated to the campus community by the campus registrar.

7) Credit/No Credit

- a) With appropriate departmental review and approval, faculty may offer a course or courses on a CR/NC basis. The standard for granting credit in CR/NC courses shall be the demonstration of competence in the material of the course. Grading should be consistent with the University's policy for numerically graded courses, in which students receive credit for grades of 0.7 or greater. Students demonstrating such competence shall have CR entered on the transcript; those who do not shall have NC entered on the transcript.
- b) Although CR and NC grades are entered on the transcript, they are not used in the computation of the grade-point average.
- c) CR/NC courses must be so designated in the Time Schedule.

2. Change of Grade

A. Grade Error

Except in cases of error no instructor may change a grade which ~~he or she~~ **they has have** turned in to the Registrar.

B. Written Appeal of Grade Error

A student who believes that the instructor erred in the assignment of a grade, or who believes a grade recording error or omission has occurred, shall follow the following procedure to resolve the matter:

- 1) The student shall first discuss the matter with the instructor before the end of the following academic quarter (not including Summer Quarter.)
- 2) A student who is not satisfied with the instructor's response may submit, no later than ten class days after ~~his or her~~ **their** discussion with the instructor,* a written appeal to the chair of the department (or the dean in a non-departmentalized school or college), with a copy of the appeal to the instructor. Within ten calendar days of receipt of the appeal, the chair shall consult with the instructor to determine whether the evaluation of the student's performance was fair and reasonable or whether the instructor's conduct in assigning the grade was arbitrary or capricious. Should the chair believe the instructor's conduct to be arbitrary or capricious and should the instructor decline to revise the grade, the chair (or the dean in a non-departmentalized school or college), with the approval of the voting members of his or her ~~their~~ faculty, shall appoint an appropriate member, or members, of the faculty of that

department to evaluate the student's, or students', performance and assign a grade. The dean and Provost shall be informed of this action.

*This time may be extended by the chair in exceptional circumstances, such as the situation in which the student did not learn of the appeals process deadlines in time.

- 3) Once a student submits a written appeal, this document and all subsequent actions on this appeal shall be recorded in written form for deposit in a department (or college) file.

C. Instructor Unable to Assign Grades

In the event that an instructor is physically or mentally incapacitated and unable to assign course grades, or unable to address requests for grade changes as provided in [Subsection 2.B](#), or in the event that the instructor is no longer in the employ of the University and is unavailable or refuses to address requests for grade changes as provided in [Subsection 2.B](#), the chair (or the dean in a non-departmentalized school or college) with the approval of the voting members of ~~his or her~~ **their** faculty, may designate another instructor, or instructors, to act in the stead of the original instructor to assign grades or address requests from students in accord with [Subsection 2.B](#).

HB, 1946; S-B 79, May 1958; S-B 106, May 1969; S-B 145, May 23, 1985: all with Presidential approval; RC, December 3, 2013.

3. Honors Awards

A. Annual Senior Awards

Four Medals shall be conferred at the annual commencement ceremonies.

- 1) At the Seattle commencement ceremony, a President's Medal shall be conferred upon the graduating senior who has completed at least three-fourths of his or her their degree requirements at the University of Washington Seattle campus and who has the most distinguished academic record among such students. The President's Medalist shall be selected from among graduating seniors eligible for University Honors.
- 2) ~~Also at the Seattle commencement ceremony, a~~ A President's Medal shall be conferred ~~at the Seattle commencement ceremony~~ upon the graduating senior who entered the University of Washington Seattle campus with at least 60 transfer credits from a Washington community college, and who has the most distinguished academic record among such students. The President's Medalist shall be selected from among graduating seniors eligible for University Honors.
- 3) At each of the Bothell and Tacoma commencement ceremonies, a medal shall be conferred upon the graduating senior with the most distinguished academic record.

B. Annual Junior, Sophomore, and Freshman Awards

The following awards shall be presented annually by the President in the name of the faculty:

- 1) The Junior Medal, which shall be awarded to the senior having the highest scholastic standing for the first three years of ~~his or her~~ **their** course. To be eligible, students must have completed at least 40 credits in residence at the University of Washington.
- 2) The Sophomore Medal, which shall be awarded to the junior having the highest scholastic standing for the first two years of ~~his or her~~ **their** course. To be eligible, students must have completed at least 40 credits in residence at the University of Washington.

- 3) The Freshman Medal, which shall be awarded to the sophomore having the highest scholastic standing for the first year of ~~his or her~~ **their** course. To be eligible, students must have completed at least 36 credits in residence at the University of Washington.

C. Quarterly Dean's Lists

Quarterly dean's lists shall include the names of registered undergraduate students who have attained a grade-point average, non-cumulative, of 3.50 in the final grades for at least 12 registered credits. ~~They are published in many newspapers in Washington State about four weeks after the end of each quarter.~~

D. Annual Dean's List

The yearly dean's list shall include the names of all undergraduates who have achieved a cumulative grade-point average of 3.50 or better for at least 36 credits in resident instruction in three quarters or 46 credits of resident instruction in four quarters at the University of Washington during the preceding academic year.

Senate Action, May 1939; S-B 70, April 12, 1956; S-B 86, November 1961: both with Presidential approval; HB, 1966; S-B 138, December 1981; S-B 158, March 1995; S-B 170, June 20, 2003: all with Presidential approval; RC, December 3, 2013; S-B 180, February 27, 2014 with Presidential approval.

4. Degrees with University Honors

Degrees with University honors may be conferred by determination of the Registrar and deans of the colleges and schools, following guidelines provided by the Faculty Council on Academic Standards with the confirmation of the Faculty Senate Executive Committee. Students are eligible for honors if they have earned at least 90 approved credits at the University of Washington of which at least 60 are numerically graded.

HB, 1966; S-B 177, April 14, 2010 with Presidential approval.

5. Alumnus Summa Laude Dignatus Award

Annually at Commencement, the University of Washington Alumni Association awards to a former student who is judged to be an outstanding living alumnus, distinguished for service over a period of years, the designation of Alumnus Summa Laude Dignatus. The recipient of the award is chosen by a special committee composed of representatives of the Alumni Association and the University. The award is given for achievement not only during the preceding year, but also during an individual's entire career. "Alumnus" is construed to mean a student who has been awarded any bachelor's degree, or a graduate student who, after not less than two years of resident study, has been awarded a degree, or a former student who, in the opinion of the committee of selection, has qualified for this honor.

A1, March 1966; S-B 158, March 1995 with Presidential approval.

6. Honorary Degrees

Upon the recommendation of the faculty, the Board of Regents may confer honorary degrees upon a person or persons of exceptional merit, other than graduates of this University. The Special Committee on Honorary Degrees will have jurisdiction over all matters pertaining to the award of honorary degrees. Nominations for candidates may come from a variety of sources, including faculty councils, committees, departments, programs, schools, colleges, or campuses. The names of nominees approved by the special committee will be forwarded to the President of the University. After consultation with the President, the special committee will, on behalf of the faculty, recommend

candidates for honorary degrees to the Regents. Honorary degrees will be presented at either a commencement ceremony or a formal academic convocation.

S-B 168, February 2002; S-B 176, January 13, 2010: both with Presidential approval.

Approved by:
Senate Executive Committee
November 16, 2020

Approved by:
Faculty Senate
December 3, 2020