University of Washington
Faculty Council on Academic Standards
March 12, 2021
1:30 p.m. – 3:00 p.m.
Zoom

Meeting Synopsis:

1. Call to order
2. Consent agenda
   a. Minutes from February 26, 2021
   b. SCAP report
3. Chair’s Updates
4. Honor’s Subcommittee Update
5. SCAG Update
6. SR Chapter 110 – attachment
7. Time Conflict Change of Practice Proposal – attachment
8. SR Chapter 116 and SR Chapter 117 updates
9. Good of the order
10. Adjourn

1. Call to Order

The meeting was called to order at 1:31 p.m.

2. Consent agenda

   Minutes from February 26, 2021
   SCAP report

Chair Huppert asked the council for a motion to approve the consent agenda (Exhibit 1). The council voted to approve the consent agenda.

3. Chair’s Update

Chair Huppert reminded the council of the upcoming SEC deadlines for any additional legislation moving through FCAS.

4. Honors Subcommittee Update

Tina Miller noted the 2019–20 campus student medalists have been selected and the president’s medalist selection would be conducted after Spring grade submissions.

5. SCAG Update

Marjorie Olmstead gave a verbal update on admissions and graduation and shared a draft policy on student athlete admissions (Exhibit 2).
A motion was made to vote on the revised policy. The council voted to approve.

6. SR Chapter 110 – attachment

Chair Huppert shared the latest draft of the SR Chapter 110 with suggested changes (Exhibit 3). A motion was made to approve the legislation for submission to the SEC. The council voted to approve.

7. Time Conflict Change of Practice Proposal – attachment

Helen Garrett shared a proposal with the council regarding student registration course time conflicts (Exhibit 4).

8. SR Chapter 116 and SR Chapter 117 updates

Garrett and Miller also mentioned that SR Chapter 116 and 117 were in review and asked FCAS to consider future legislation revising those chapters.

9. Good of the order

A member noted the lack of standardized mechanisms in syllabus revisions and suggested this as an item for FCAS review.

10. Adjourn

The meeting was adjourned at 2:54 p.m.

Minutes by Alexandra Portillo, council analyst, xanport@uw.edu

Present:

Faculty Code Section 21-61 A: Ann Huppert (chair), Mike Lockwood, Marjorie Olmstead, Joel Ross, Scott Spaulding, Jennifer Turns, Yusuf Pisan, Steve Groening
Faculty Code Section 21-61 B: Susanne Redalje, Sarah Garner, Luz Iniguez
President’s Designee: Phil Reid
Regularly invited guests: Scott Failgren, Tina Miller, Dan Feetham, Jason Johnson, Helen Garrett, LeAnne Jones Wiles

Absent:

Faculty Code Section 21-61 A: Tom Lee, Zhi Lin
Faculty Code Section 21-61 B: Jennifer Payne, Clara Coyote, Joe Wilson

Exhibits

Exhibit 1 – SCAP report
Exhibit 2 – 21-03-10 FCAS_Athletic_Policy_PROPOSED
Exhibit 3 – SR Chapter 110
Exhibit 4 – FCAS Time Conflict Change of Practice Proposal 3.1.2021
Subcommittee on Admissions and Programs (SCAP) Report
March 5, 2021, 1:30pm-3:00pm

Routine Business:

Philosophy (UG-ETHICS-MINOR) Revised requirements for the Minor in Ethics

Background: The department is proposing to update the minor requirements for a course prefix change (VALUES 495 is now ETHICS 495).

Action taken 03/05/2021: Forwarded to FCAS.

SCAP Chair Notes: Simple, required prefix change. SCAP members unanimously agreed to send this program proposal to FCAS.

Non-Routine Business:

Undergraduate Academic Affairs (LEAD-20201113) Minor in Leadership

Background: Undergraduate Academic Affairs is proposing a new Minor in Leadership.

Update 01/08/2021: Some discussion ensued, no official comments.

Action taken 01/22/2021: Forwarded to FCAS.

Action taken 01/29/2021: Approved by FCAS.

Update 02/24/2020: Posted to Tri-Campus, 0 comments received (p.50).

Action taken 03/05/2021: Forwarded to FCAS.

SCAP Chair Notes: SCAP members unanimously agreed to send this program proposal to FCAS.

French and Italian Studies (UG-FRENCH-MAJOR) Revised program requirements for the Bachelor of Arts degree in French

Background: The department is proposing to reduce the overall required credits for the program to 50 credits (currently 55 credits), reducing the core course requirement to 20 credits (currently 30 credits), not changing the advanced requirement (10 credits), and increasing the elective requirement to 20 credits (currently 15 credits).

Action taken 01/08/2021: Forwarded to FCAS, pending approval of FRENCH 303 by the UW Curriculum Committee (UWCC) at the January UWCC meeting on January 19, 2021.

Update 01/19/2021: FRENCH 303 approved by the UWCC.
Action taken 01/29/2021: Approved by FCAS.

Update 02/24/2020: Posted to Tri-Campus, 0 comments received (see supporting documents section of UW CM proposal).

Action taken 03/05/2021: Forwarded to FCAS.

SCAP Chair Notes: SCAP members unanimously agreed to send this program proposal to FCAS.

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**Drama (DRAMA-20201208C)** Revised program requirements for the Bachelor of Arts degree in Drama

Background: The department is proposing to update program requirements by eliminating current requirement #2, and updating current requirement #3. In addition, the department is updating option requirements by adding more credit requirements for each one.

Action taken 03/05/2021: Forwarded to FCAS.

SCAP Chair Notes: SCAP members reviewed all three Drama program proposals simultaneously. While there is the possibility of a small credit increase for some of the options, there is still a pathway for 60 credits. SCAP voted unanimously to forward all three to FCAS.

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**Drama (DRAMA-20201208D)** Revised requirements for the Performance Option within the Bachelor of Arts degree in Drama

Background: The department is proposing to update the option requirements by adding a new requirement and updating an existing requirement, which will increase the number of overall credits required for the option.

Action taken 03/05/2021: Forwarded to FCAS.

SCAP Chair Notes: SCAP members reviewed all three Drama program proposals simultaneously. While there is the possibility of a small credit increase for some of the options, there is still a pathway for 60 credits. SCAP voted unanimously to forward all three to FCAS.

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**Drama (DRAMA-20201208E)** Revised requirements for the Design Option within the Bachelor of Arts degree in Drama

Background: The department is proposing to update the option requirements by eliminating existing requirements and adding new requirements, which will increase the number of overall credits required for the option.

Action taken 03/05/2021: Forwarded to FCAS.
SCAP Chair Notes: SCAP members reviewed all three Drama program proposals simultaneously. While there is the possibility of a small credit increase for some of the options, there is still a pathway for 60 credits. SCAP voted unanimously to forward all three to FCAS.
Faculty Council on Academic Standards (FCAS) Policy Pertaining to Admission of Student-Athletes

The Office of Admissions is charged with the responsibility to enroll academically able and diverse freshman and transfer classes of a certain size, with specific proportions of non-resident and international students. Admission offers are closely managed to ensure that enrollments do not exceed targeted levels.

Another enrollment consideration is the admission of exceptional student-athletes who are ready to meet the academic demands of the University of Washington. The University needs to identify and reserve adequate enrollment space to populate each team with athletically competitive and academically qualified student-athletes.

Newly admitted student-athletes will fall into one of three admission categories:

1. Routine admission
2. Priority admission
3. Special admission

Up to 100 new freshmen and transfer student athletes from the ‘priority’ and ‘special’ categories may be enrolled over the course of an academic year. (See Addendum 2 for policy criteria governing international student-athletes.)

1) Routine Admission

Routinely admitted freshmen and transfer athletes are those admitted without consideration of their recruited student-athlete (RSA) status. The category includes RSAs who apply late, but are routinely admissible. Late applicants are not included in the 100 spaces allocated for priority and special admission athletes.

2) Priority Admission

Recruited student-athletes considered for priority admission have Higher Education Coordinating Board Admission Index (AI) numbers of 28 or higher, have at least an 80% or greater chance of achieving at least 2.00 GPA by the end of their first academic year at the University, and are not regularly admissible based on comprehensive review results. This category also includes students with up to one year’s deficiency in the social sciences. Applicants eligible for priority admission must, however, satisfy the University’s mathematics and foreign language core requirements for admission.
The Faculty Council on Academic Standards Subcommittee on Admission and Graduation shall be provided at the end of each academic year with progress and retention reports for all ‘priority students’.

3) Special Admission

Freshmen recruited with an academic profile which predicts less than an 80% probability of attaining a freshman-year GPA of at least 2.0 (currently represented by an AI number below 28), recruited transfers with GPAs below 2.30, and applicants with mathematics or foreign language core deficiencies will be considered ‘special admits’. The total number of admissions from this category shall be limited to **30 students** per academic year.

The Department of Intercollegiate Athletics will provide the Director of Admissions with a statement about each student recommended for Special or Priority Admission that contains the following:

1. **Signatures of the Sport Head Coach, the Director of Athletics (or designee), a representative of Student Athlete Academic Services, and the ICA Compliance Officer attesting to:**
   
   the above-referenced student-athlete possesses exceptional talents as required for a SPECIAL/PRIORITY admit, and that documentation supporting this designation is on file in the UW Athletics Compliance Office. I recognize that failure to be on the roster for a minimum of one academic year for any reason may result in their dismissal from the University of Washington

2. **The supporting documentation shall include a summary of the prospective student-athlete’s athletic accolades and expected impact within the team, as well as their academic index, previous school GPA, available test scores, and a listing of any CADR deficiencies.**
Decisions about specially admitted student-athletes shall be made by the Director of Admissions in consultation with relevant academic and athletic personnel. A decision may be appealed in a timely manner by the Director of Athletics. An Appellate Committee composed of the Director of Admissions, the Faculty Athletic Representative, the Dean of Undergraduate Academic Affairs, and at least one faculty member appointed from the Advisory Committee on Intercollegiate Athletics by the Advisory Committee Chair will consider the appeal. The Chair of the Appellate Committee shall be the Dean of Undergraduate Academic Affairs. The Appellate Committee may choose to consider new information and has the prerogative of speaking with the Director of Athletics, relevant coaches, and the student-athlete in question. Only those members of the Appellate Committee who hold faculty rank may vote on Appellate Committee decisions. In hearing such appeals, the Appellate Committee shall be regarded as a subcommittee of the Faculty Council on Academic Standards Subcommittee on Admission and Graduation. The Appellate Committee shall communicate their decision about whether or not they approve the student's request to be considered for special admission, as well as any conditions that must be satisfied prior to enrollment, to the Director of Admissions, the Head Coach, the Athletic Director and the ICA Compliance Officer.

Should the Director of Admission believe that a decision by the Appellate Committee rests on a violation or misinterpretation of the University's admission policies as established by the Faculty Council on Academic Standards, the Director of Admissions shall have the authority to appeal a decision by the Appellate Committee to the Council’s Subcommittee on Admission and Graduation. In the event of such an appeal, the Chair of the Appellate Committee and the Director of Admissions shall both attend to present the case to the Subcommittee on Admission and Graduation. In all such cases, the decision of the Subcommittee on Admission and Graduation shall be final. No further appeals are permitted.

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1 The Advisory Committee on Intercollegiate Athletics advises the President of the University of Washington on all matters pertaining to (1) institutional control of the athletic program; (2) the academic and financial integrity of intercollegiate athletics; (3) the academic and personal well-being of student-athletes; and (4) the accountability of the athletic department to the values and mission of the University of Washington. The committee consists of the following voting members: the Faculty Athletic Representative and nine additional faculty members, and two representatives from the University of Washington Student Athlete Advisory Council. The faculty members shall serve staggered three-year terms that are renewable.

The President shall appoint the faculty members. Half of the faculty members shall be appointed from nominees from the Chair of the Faculty Senate. The Committee shall elect its own Chair who may serve renewable terms.

Ex-officio members (non-voting) of the Committee include: the Dean of Undergraduate Academic Affairs, the Vice Provost for Student Life, the Director of Intercollegiate Athletics, the Chair of the Faculty Council on Student Affairs or his or her designee, a Presidential representative, the Director of Admissions, and senior athletic administrators as designated by the Committee.
The Faculty Athletic Representative shall provide the Subcommittee on Admission and Graduation with an academic year-end progress and retention report on special admission students.

**ICA Enrollment Estimates for Late Freshmen and Transfer Applicants**

Annually, on the first Monday after April 15, the Department of Intercollegiate Athletics (ICA) will tell the Office of Admissions the number of *freshman places* needed to meet fall recruiting goals. Admissions will account for these reserved spaces in its fall quarter admission plan and in making initial freshmen offers of admission. On May 15, ICA will confirm the number of freshman places needed to meet fall recruiting goals so that Admissions can finalize waiting lists and conclude decisions on late-deposit petitions. By July 1, ICA will tell the Office of Admissions the number of *transfer places* needed for the balance of the summer to meet fall goals.

ICA ‘estimate dates’ for freshmen and transfers in other quarters are as follows:

a) Winter quarter: November 1  
b) Spring quarter: March 1  
c) Summer quarter: April 15

The achievement of the University’s enrollment goals is extremely important, therefore the reserved places for freshmen and transfers must be closely managed, and the ICA estimates must be accurate.

The Subcommittee on Admissions and Graduation will review this policy at the end of each academic year. Included in the review will be assessments of the accuracy of ICA projections and of the academic progress of student-athletes in the priority and special admission categories.
**Special and Priority Admissions Conditions**

The intention of this policy is to protect and promote the best interests of student athletes admitted under the special and priority admissions policy, paying particular attention to these students’ academic best interests, while also protecting the integrity of the admissions policies and practices of the University of Washington.

Letters of admission for special and priority admits should state that there is an expectation that, as special or priority admits, students will commit to participating fully in the intercollegiate sport that has sponsored their admission, including practices, training, and competition as specified by their head coach; and that if they do not fulfill this expectation, their admission to and continued enrollment at the University may be revoked. Such revocation decisions shall be made only by the ACIA Admissions Appeals Committee, and only upon the recommendation of the student athlete’s head coach and upon the approval of this recommendation by the Senior Associate Athletic Director who supervises the student athlete’s sport. Student-athlete appeals of the ACIA Admissions Appeals Committee’s decision on whether to revoke admissions and continued enrollment shall go to the Faculty Council on Academic Standards Subcommittee on Admissions and Graduation (SCAG). SCAG’s decision is final and may not be appealed.

In rendering a decision on a proposed revocation of admission and continued enrollment, the following guidelines shall be applied by the ACIA Admissions Appeals Committee:

1) **Revocation of admission and continued enrollment of special and priority admitted student athletes may be considered for any of the following reasons:**
   a. if the student athlete freely chooses to leave their team during their first year as an enrolled UW student athlete;
   b. if the student is dismissed from the team for proven violation(s) of team rules;
   c. if the student violates the UW Student Code of Conduct; and/or
   d. if, in the opinion of the head coach and the Senior Associate Athletic Director, the student’s willful, deliberate behavior is seriously detrimental to the team or to the integrity of UW Athletics. Examples of seriously detrimental behavior shall include failure to follow through on the expectation, stated in their letter of admission, that the student will participate fully in required team activities, including practices, training, and competition.

2) **Student athletes who cannot participate in their sport because of injury, illness, or other medical condition shall not have their admission revoked.**

3) **Student athletes who are “cut” from their team because they are not competitive athletically, or because the coach decides they do not need the student athlete on their team, shall not have their admission to the University revoked for either of these reasons.**

4) **Student athletes who lose their scholarships for any of these reasons may appeal this decision to a review committee headed by the Director of Financial Aid.**
Addenda

1) The Subcommittee on Admissions and Graduation will be provided with a report of the academic services available to athletes.

2) The following criteria apply for the routine, priority, and special admission of international student-athletes (ISA):
   a) Routine admission applies to an ISA with a high school GPA of >3.0 and no academic core deficiencies (with the exception of fine art).
   b) Priority admission applies to an ISA with a high school GPA between 2.60 and 2.99, and no academic deficiencies (except for fine art and up to one year of social science).
   c) Special admission applies to an ISA with a high school GPA <2.60.*

   * Because international transcripts can vary widely, the Director of Admissions retains discretion to classify any ISA in the ‘special admission’ category.

*Initially approved by the Faculty Council on Academic Standards on October 24, 2008 and revised by the Council on December 16, 2011 and NEW DATE.*
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:

- When reviewing this chapter for possible revisions it became apparent that many sections had not been updated for many years. This was especially apparent with the Graduate School and professional school sections for the School of Law, School of Medicine, School of Dentistry, and School of Medicine.
- In the spirit of honoring gender inclusivity, prior references to “his and her” are being changed to the corresponding noun.

Student Governance and Policies
Scholastic Regulations
Chapter 110

B. Grading Practices for Graduate Students

To provide for consistency in reporting of grades for graduate students, the system of numeric and letter grades listed in Subsection 1.A shall be used subject to the following special provisions:

1) Minimum Grade Level

Grades below 1.7 will be recorded as 0.0 by the Registrar and will not count toward total credit count or grade and credit requirements. A minimum of 2.7 shall be required in each graded course which counts toward satisfying graduate degree requirements. A minimum cumulative grade-point average of 3.0 is required for graduation.

2) The Grade I

a) An Incomplete may be given as indicated in Subsection 1.A.3.a, with the exception that an incomplete received by the graduate student does not automatically convert to a grade of 0.0 but the "I" will remain as a permanent part of the student’s record.

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 next quarter in residence. This rule may be waived by the dean of the college in which the course is offered. In no case may an Incomplete be converted into a passing grade after a lapse of two years without the approval of the Graduate School.

3) The Grade N
The grade N is used only for hyphenated courses and courses numbered 600 (Independent Study and Research), 700 (Thesis), 800 (Dissertation), and 801 (Practice Doctorate Project/Capstone). An N grade indicates that satisfactory progress is being made, but evaluation depends on completion of the research, thesis, dissertation, or project/capstone, at which time the instructor or supervisory committee chair should change the N grade or grades to one more appropriate to the final evaluation (normally CR/NC).

4) **The Grade W RD**

Grading for Withdrawals from the University and for Drops from Courses are specified in Scholastic Regulations, Chapter 113. The special provisions pertaining to graduate students are that:

a) Except for Subsections 1.A.4, 1.C, and 1.D, the provisions of Scholastic Regulations, Chapter 113, Section 3, “Dropping a Course,” do not apply to graduate students.

b) Official withdrawal from a course during the first 10 class days of a quarter will not be entered on the permanent academic record. After the first two weeks and through the seventh week of the course, a graduate student may withdraw from a course by filing a form with the Registrar's Office. A grade of W RD will be recorded. No official withdrawal will be permitted after the seventh week of the quarter except under the conditions described in Scholastic Regulations, Chapter 113, 3.A.4.

5) **The Grade S/NS**

A graduate student, with the approval of the graduate program advisor or supervisory committee chair, may elect to be graded S/NS in any numerically-graded courses for which he or she is eligible. If a student does not so elect, then he or she will be graded on a numerical basis. If approval is granted, the student must elect the S/NS option when registering or no later than the end of the seventh week of the quarter. Numeric grades will not subsequently be converted to S/NS grades (or vice versa). The instructor shall submit a numeric grade to the Registrar, who shall convert grades of 2.7 and above to S and grades lower than 2.7 to NS for graduate students in graduate or

6) **The Grade CR/NC**

With the approval of the faculty in the academic unit, any course may be designated for grading on the CR/NC basis by notice in the appropriate Time Schedule. For such courses, the instructor shall submit a grade of CR or NC to be recorded by the Registrar for each student in the class at the end of the quarter.

7) **Numerical Grade Requirement**

Of the minimum credits required for a graduate degree, a graduate student must show numerical grades in at least 18 quarter hours of course work taken at the University of Washington. These numerical grades may be earned in 400- and 500-level courses.

8) **Grade-Point Average**

A graduate student’s grade-point average shall be calculated entirely on the basis of numeric grades in 400- and 500-level courses. The grades of S, NS, CR, NC, and N shall be excluded, as shall all grades in courses numbered 600, 700, 800, and 801, and in 100-, 200-, and 300-level courses.

9) **Petition for Modification of Grading Practice**
The student may petition the Dean of the Graduate School to make an exception to the policies described above. The petition shall be accompanied by comments and recommendations from the graduate program adviser or supervisory committee chair.

C. Grading Practice for the School of Medicine

The system of grades for the School of Medicine shall be Satisfactory/Not Satisfactory/Honors. All required courses in the medical school curriculum must be completed with a Satisfactory grade, and the determination of Honors grades shall remain the prerogative of the faculty instructing the courses. An Incomplete shall be converted to a passing grade by the next quarter in residence except that this time limit may be extended up to one year with the approval of the dean’s office. Incompletes not so converted shall be replaced by a Not Satisfactory grade.

Withdrawals are unusual, as in illness situations, and are processed upon approval of the dean’s office.

In the Foundations Phase, the grading system for required courses is Pass and Fail only.

In the Patient Care and Explore & Focus Phases, the grading system is Honors, High Pass, Pass, and Fail. The Honors and High Pass designations are available in clinical clerkships greater than or equal to four weeks in length. Two-week clinical electives and international clinical electives are graded on Pass/Fail only.

An Incomplete shall be converted to a passing grade by the next quarter in residence except that this time limit may be extended up to one year with the approval of the dean’s office. Incompletes not so converted shall be replaced by a Fail grade.

Registrar Drops are unusual, as in illness situations, and are processed upon approval of the dean’s office.

D. Grading Practice for the School of Law

Applicable to first-year J.D. students who matriculate in Autumn 1998 and thereafter, grades to be assigned to all courses for credit toward the J.D. degree, except courses taken on a Credit/No Credit (CR/NC) or Satisfactory/Non-Satisfactory (S/NS) basis, shall consist of the following: A, A-, B+, B, C, D, and E.

1) Grade Significance

The significance of each grade is as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Equivalent</th>
<th>Explanation</th>
<th>Percentage of Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td></td>
<td>Less than or equal to 10% (may be 0%)</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td></td>
<td>Less than or equal to 30% (minus % given A)</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Median grade</td>
<td>More than 50% (minus % given A and A-) and less than or equal to 60%</td>
</tr>
<tr>
<td>Grade</td>
<td>Percentage</td>
<td>Discretionary</td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>------------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>% discretionary</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>% discretionary</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>% discretionary</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>0.0</td>
<td>% discretionary</td>
<td></td>
</tr>
</tbody>
</table>

This grade indicates that the level of performance is below that which on average is required for the award of the degree.

No credit. This grade indicates unsatisfactory performance and no credit is given for the course.

But this significance is subject to the following conditions:

a) The percentage for the grade of B+ is mandatory for all required first-year courses.

b) The percentage ranges for grades of A and A− in all three years, and of B+ in the second and third-year classes, are guidelines and are strongly recommended. These guidelines should not be thought of as applicable to specialized and individualized courses such as seminars, clinical, experiential, and “practice” offerings, independent study, and workshops, nor to summer-quarter courses, courses heavily directed to non-law students, and courses in which most of the enrolled students are candidates for post-J.D. graduate degrees. They would also not have significance for classes of ten students or less.

c) A faculty member who submits grades that deviate from the suggested percentages shall submit a written explanation to the associate dean before the grades are recorded.

d) A numerical class rank, based on the numerical equivalencies shown above, shall be computed for the sole purpose of awarding academic honors, including graduation awards, prizes, or membership in scholarly societies, including Order of the Coif, legal journals and reviews. Class rank shall not be disclosed on a student's transcript or otherwise disclosed except for the purpose of computing eligibility for academic honors.

2) Academic Difficulty and Disqualification Rules

a) A student will be in Academic Difficulty if he or she receives, during any three consecutive quarters, a grade of E or two grades of D. A student will regain good academic standing upon completion of two consecutive quarters with no grade of D or E. A student in Academic Difficulty shall be counseled by a dean concerning ways to improve his or her performance.

b) A student will be disqualified as a candidate for the J.D. degree and will not be allowed to re-enroll in the Law School if he or she receives:

- During any academic year, grades of E for nine credit hours or grades of E or D for 17 credit hours;
- During the first and second years, grades of E for 14 credit hours or grades of E or D for 25 credit hours;
- During three years, grades of E for 21 credit hours or grades of E or D for 37 credit hours.
A student who has been disqualified as a J.D. candidate for unsatisfactory grades may petition the faculty for readmission.

3) Grade System Start Date

This grading system shall apply to all incoming first-year students in the Autumn of 1998, and to all incoming first-year students thereafter.

1) Anonymous Grading

Anonymous grading shall apply to all examinations and papers. If a professor chooses to use class performance as a component of the overall grade, he or she shall irrevocably report that component for all students to Student Services for factoring in the overall grade before release to the instructor of the examination grades.

The anonymous grading rule is inapplicable to papers written in courses in which students are writing multiple drafts and/or meeting with the instructor to discuss individual paper topics.

2) Class Rank

Class rank shall be computed at the end of students’ 1L year and at the end of each academic year thereafter. Transfer students will receive a UW ranking after completing one academic year (a minimum of three academic quarters) at UW Law.

The ranking is only for the following purposes:

a) To award academic honors, including graduation awards, prizes, or membership in scholarly societies, including Order of the Coif, legal journals and reviews; or

b) To define percentile bands of 5% and 10% at the conclusion of the first year; and

c) To define percentile bands of 5%, 10%, 20%, and 33 1/3% at the conclusion of the second and third years (after the submission and calculation of Spring quarter grades).

Only students who fall within a percentile band will be notified of the percentile band in which they placed. Students who are ranked first through fifth in their class will be notified of an individual rank. Students below the percentile cut-off will not be ranked. Neither students’ individual class rank nor the grade point average (GPA) cut-offs for the percentile bands described above will appear on students’ transcript.

Under the Family Educational Rights and Privacy Act (FERPA), release of an individual student’s placement within the defined GPA percentile bands by the law school requires the written permission of the student. To further preserve student privacy, additional ranking information, including the GPA percentile bands, will not be disclosed by the law school.

Class of 2020

In view of the evolving public health crisis, the Order of the Coif has suspended its restrictions on Satisfactory/Not satisfactory credit through the end of the 2019-20 academic year for the Class of 2020. Students who elect Satisfactory/Not Satisfactory will still be considered for Order of the Coif if they meet the other eligibility requirements.

3) Computation of Grade Point Average

Grades assigned in Law 600, Independent Research, shall not be included in the calculation of a student’s grade point average after this academic year.
4) **Law School Grading System**

Grades to be assigned to all courses for credit toward the J.D. degree, except courses taken on a Credit/No Credit basis, shall consist of the following: A, A-, B+, B, B-, C, D, and E.

a) The significance of each grade is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage of Class</th>
<th>Numerical equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>At least 5% and less than or equal to 15%.</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>At least 20% minus (% given A) and less than or equal to 40% minus (% given A).</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>At least 50% minus (% given A or A-) and less than or equal to 75% minus (% given A or A-).</td>
<td>3.4</td>
</tr>
<tr>
<td>B</td>
<td>% Discretionary.*</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>% Discretionary.*</td>
<td>2.7</td>
</tr>
<tr>
<td>C</td>
<td>% Discretionary. C or D grades are capped at a total of 5% for first-year courses.*</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>% Discretionary. This grade indicates that the level of performance is below that which on average is required for the award of the degree. C or D grades are capped at a total of 5% for first-year courses.*</td>
<td>1.0</td>
</tr>
<tr>
<td>E</td>
<td>% Discretionary. No credit. This grade indicates unsatisfactory performance and no credit is given for the course.*</td>
<td>0.0</td>
</tr>
</tbody>
</table>
b) The significance of each grade is further subject to the following conditions:

- These percentage ranges are mandatory for all J.D. courses, subject to the exceptions in (b) or (c) below. There is no discretion outside of these ranges. A faculty member who submits grades for a course subject to the mandatory distribution that fails to comply with the mandatory distribution will have the grades returned to her or him by the Dean, with instructions to re-submit the grades in accordance with the distribution. If the faculty member fails to do so, the faculty member will submit exam scores to the Dean or his designee, and the latter would assign grades at the midpoint of each range (i.e., 10 percent A's, 20 percent A-'s, 32.5% B+'s, 37.5% B and lower).

- The mandatory distribution is not applicable to individualized courses such as seminars, clinical, experiential, and ‘practice’ offerings, independent study, and workshops, nor to summer quarter courses, courses heavily directed to non-law students, and courses in which most of the enrolled students are candidates for non-J.D. graduate degrees. They would also not have significance for classes of fifteen students or less.

- The mandatory distribution is not applicable to designated "mastery" courses. A faculty member may have her or his course designated as a mastery course by submitting the course syllabus and evaluative elements to the Curriculum Committee, and ultimately the faculty, for approval, subject to the following conditions: (a) the course must require significant, periodic written work and feedback during the course, with stated performance standards for achieving specific grades; (b) first-year courses cannot be designated as mastery courses unless all sections of that course are offered on a mastery basis; and (c) mastery courses will be designated as such, in the catalog and course description.

- A numerical class rank, based on the numerical equivalencies shown above, shall be computed for the sole purpose of awarding academic honors, including graduation awards, prizes, or membership in scholarly societies, including Order of the Coif, legal journals and reviews. Class rank shall not be disclosed on a student’s transcript or otherwise disclosed except for the purpose of computing eligibility for academic honors.

- Effective Spring Quarter 2007, transcripts for law students who began in Autumn Quarter 2005 or later will include a full calculated grade point average, with the following numerical conversions: A(4.0), A-(3.7), B+(3.4), B(3.0), B-(2.7), C(2.0), D(1.0), E(0.0). Students who began earlier than Autumn 2005, will have a transcript that only shows their grade point average in classes taken since Autumn 2005.
5) **COVID-19 grading changes**

**Spring Quarter 2020**

In recognition of the impact these extraordinary times are having on students, UW Law faculty voted to shift grading for all spring quarter courses to credit/no credit.

**Winter Quarter 2020 limited grading change**

In view of the evolving public health crisis, UW Law faculty voted to:

- Reopen the period by which 2L, 3L, and graduate students can elect to receive Satisfactory/Not satisfactory credit for elective courses only.
- Waive the eight credit-limit for Satisfactory/Not satisfactory credit for winter quarter 2020 only. Satisfactory/Not satisfactory elections for electives will not count against the eight-credit cap.

6) **Incompletes**

The Committee's memo to the faculty of May 28, 1975 also reported that as a part of the same University study which led to the change in the withdrawal policy, the University policy on the use of Incompletes was studied. The existing policy permits the grade of I to remain on a transcript indefinitely. The growth of the number of I grades (tripled since 1966) was regarded by the Faculty Council as a further erosion of the reliability of the University's GPA's. The Incomplete was also used as a withdrawal technique after the final date of the quarter. Hence, correction of the withdrawal policy required a change in the policy on Incompletes.

The recently adopted University policy does not change the grounds for giving an Incomplete.(They remain essentially that the student establish to his instructor's satisfaction that illness or other circumstances beyond the student's control prevent the student's completion of the course.) What is changed is that the grade of I is automatically converted to a failing grade if it is not made up (i.e., the course requirements completed) by the end of the following quarter. The student may petition the Registrar for additional time (up to three quarters) and the Registrar will grant the extension if approved by the Instructor.

It was moved and seconded, that (1) the law school follow the University's newly-adopted policy on Incompletes, with the Associate Dean performing the function assigned the Registrar in the University scheme; (2) the failing grade assigned in case an Incomplete is not made up be recorded as a [1.9]; (3) Incompletes given to Spring Quarter need not be made up until the end of the following Fall Quarter, irrespective of whether the student is enrolled in the intervening Summer Quarter.

7) **Information Faculty Must Provide to Students on Grading**

Each professor should announce during the first week of any course the nature of the grading practice to be followed, including any components of the course grade other than a final examination grade. Such components may include one or more papers, preliminary examinations, class participation. If a final or end-quarter examination is not "closed book," the announcement should so state and should in such case include a statement of what materials may be consulted by students during an examination. If coursebooks are to be permitted, but student notes are not, students should be advised in the announcement that coursebooks should not be annotated with a student's notes.
Precise allocation of course grade to components need not be announced in advance. However, such allocation to the extent possible should be indicated, and each student should have available on request the allocation among all components of any course grade after grading has been completed.

All final and end-quarter examinations should be graded anonymously, with papers identified by student numbers which shall not be released to a professor until grades on examinations have been turned into the Office of Student Services. If any exception is necessary in a professor’s judgment, an examination number will be released, but the student whose number is released will be informed of the circumstances as soon as conveniently possible.

After the professor has turned in final and end-quarter examination grades, the names of students and grades will be available to the professor, but not the student numbers unless those numbers are not to be used again in any course by the same students in a subsequent quarter. Course grades should be calculated by the professor after examination grades have been turned in. Course grades and final examination grades will be made available to students by the Office of Student Services. A student’s request to the professor for components of the student’s grade should be necessary only if the professor uses multiple components of course grades other than final or end-quarter examinations.

8) Satisfactory Academic Progress

To be eligible for financial aid at the University of Washington students must maintain Satisfactory Academic Progress. The requirements for Satisfactory Academic Progress are that full-time J.D. students enroll in a minimum of 12 credits per quarter, and

a) Complete a minimum of 6 credits each quarter.

b) Complete 36 credits for full-time aid received in the autumn through spring quarters.

c) Finish the J.D. program no earlier than 24 months and no later than 72 months after commencing study at the law school or a law school from which the school has accepted transfer credit.

d) Must not be in Academic Difficulty or Disqualified for Low Scholarship.

J.D. students who do not meet these requirements must file an appeal with the Office of Student Financial Aid for reconsideration of continued financial aid.

9) Academic Difficulty and Disqualification Rules

A J.D. student will be in Academic Difficulty if he or she receives, during any two consecutive quarters, a grade of E or two grades of D or three grades of C.

A J.D. student in Academic Difficulty must meet with the Dean for Students or the Director of Academic Support for counseling each quarter until the student regains good academic standing. Good academic standing requires two consecutive quarters with no grades of C or below.

A J.D. student will be Disqualified for Low Scholarship and will not be allowed to re-enroll if he or she receives:

a) During the first and second years, grades of E or No Credit for 12 credit hours or a combination of grades of C, D, E, or No Credit for 20 credit hours;

b) During any three academic years, grades of E or No Credit for 15 credit hours or grades of C, D, E, or No Credit for 24 credit hours.
10) Readmission After Disqualification for Academic Failure

A student who has been disqualified as a J.D. candidate for academic failure may seek readmission by petitioning the faculty. ABA Standard 505 permits readmission "upon an affirmative showing that the student possesses the requisite ability and that the prior disqualification does not indicate a lack of capacity to complete the course of study at the admitting school." Upon receipt of a petition, the Dean will appoint a panel of faculty and administrators to evaluate the candidate's ability to successfully complete the study of law if readmitted. Factors which may be considered include:

a) The existence, while the student was enrolled, of extraordinary circumstances beyond the student's control (serious illness, unusual hardship or qualitatively similar circumstances) that adversely affected the student's performance or otherwise contributed to the student's failure.

b) The extent of the student's understanding of the reasons for the student's failure.

c) The extent to which the reasons for failure have been alleviated.

d) The nature and extent of the student's experiences since disqualification.

e) Any other factors that positively indicate a substantial likelihood that the student will successfully complete the prescribed study of law.

11) Mastery Courses

Certain courses have been approved by the faculty as mastery courses. The mandatory distribution is not applicable to designated "mastery" courses. A faculty member may have her or his course designated as a mastery course by submitting the course syllabus and evaluative elements to the Curriculum Committee, and ultimately the faculty, for approval, subject to the following conditions:

a) the course must require significant, periodic written work and feedback during the course, with stated performance standards for achieving specific grades;

b) first-year courses cannot be designated as mastery courses unless all sections of that course are offered on a mastery basis;

c) and mastery courses will be designated as such, in the catalog and course description.

Even though a course has been approved as a mastery course, an instructor has discretion to teach it in a non-mastery format.

12) Repeating Courses

a) A student in the School of Law in good standing who has failed a required course must repeat the course or take, with the approval of the Dean, a second examination without registration at the time a regular examination for the course is offered. If a passing grade is received upon re-examination, the student receives the same credit for the course that it carried at the time the student was first examined. The failing grade remains on the record, but only the passing grade is computed in the student's grade point average.

b) A student may also be required to repeat a course or courses as a condition of readmission, at the discretion of the Dean. (See Faculty Policy on Academic Probation and Readmission.)
In no other circumstances will a grade earned in a course which the student has
previously audited or taken for credit be computed in the student's grade point average.

13) Deadline for Faculty to Turn in Grades

The deadlines for faculty to turn in grades to Academic Services are as follows:

- Autumn Quarter: 7th calendar day from the start of Winter Quarter
- Winter Quarter: 7th calendar day from the start of Spring Quarter
- Spring Quarter (upper-level classes): 14th calendar day after the end of the
  upper-level exam period
- Spring Quarter (1L classes): 14th calendar day after the end of the 1L exam
  period
- Summer Quarter: 14th calendar day after the end of the exam period

These deadlines are subject to the following exceptions:

a) Professors who teach both a compressed course and a non-compressed course in
   Spring Quarter are not required to submit grades for either course until the 14th day after
   the non-compressed exam period.

b) The Registrar has the authority to waive the grade deadline in any quarter for good cause
   shown. Faculty teaching 2 large classes in a single quarter should contact the Registrar.
   If such a waiver is granted, students will be notified of the fact that a waiver has been
   granted.

This policy shall be enforced through the following steps:

- At the last faculty meeting of each quarter, the Dean reminds the faculty of the
  grading deadlines, of the importance of grading and of the desirability of leaving word
  about how the faculty member can be contacted by Academic Services;
- On the day after the applicable grade deadline, Academic Services will announce
  the classes for which grades are not received, and, when available, the expected
  posting date;
- The Associate Dean for Academic Administration confers with faculty members who
  are late in turning in grades to bring them into compliance;
- If the Associate Dean for Academic Administration cannot arrive at a satisfactory
  resolution, he or she informs the Dean of the problem.

14) Change of Grade

Except in case of error, no instructor may change a grade that he or she has turned in to the
Registrar. Grades cannot be changed after a degree has been granted.

E. Grading Practice for the School of Dentistry
The School of Dentistry uses the following University grade-point system: A=4, B=3, C=2, and E=0. The grade-point average is calculated by multiplying the grade points received in a course by the number of credits earned in the course, totaling these values, and dividing by the total number of credits earned.

The progress of professional dental students is reviewed at least quarterly. Students experiencing academic or clinical difficulties are identified and referred to student progress committees which make determinations regarding academic progress. If the work in a course is incomplete or inadequate, a grade of I may be given. This Incomplete must be removed before September 15 if the student is to advance into the next year's class. If academic or clinical achievement is unsatisfactory the student may be dismissed from the school.

Student work shall be evaluated and awarded a range of grades from 4.0 to 2.8 in 0.1 increments, and the grade 0.0. Grades in the range 2.7 to 0.1 may not be assigned.

1) Numerical grades having significance are:

4.0: Highest grade attainable, assigned for extraordinary high performance
2.8: Cumulative average necessary for good academic standing in the School of Dentistry and for graduation. Failure to achieve a 2.8 cumulative GPA at the end of each academic year shall usually lead to dismissal.
2.8: Lowest grade providing unconditional course credit toward graduation.
0.0: Total failure of performance, or other than official withdrawal. Requires submission of "Student Deficiency Report" to Academic Affairs by the Course Director.

2) Grading Information

a) Grades 4.0 - 2.8
All grades awarded in this range denote satisfactory completion of coursework and provide unconditional course credit toward graduation.

b) Credit/No Credit Grades
With the approval of the Curriculum Committee, certain School courses may be graded on a Credit/No Credit basis. All students registered in such courses are assigned Credit or No Credit grades. Credit/No Credit Grades do not enter into computation of cumulative grade-point-averages. However, No Credit (NC) grades shall be considered the equivalent of a failing (0.0) grade in Student Progress Committee decisions.

c) Incomplete Grades
Incomplete (I) grades may be awarded when all the following circumstances are in evidence:

- The student does not complete all course requirements by the final day of the course;
- The student's performance has been satisfactory to within two (2) weeks of the end of the quarter; OR extenuating circumstances prevent the student from successfully completing or fully participating in the course; AND
- The student presents proof satisfactory to the Course Director that circumstances beyond the student's control prevented completion of course requirements. Such proof must be received by the Course Director no later than the time grades are due at the Registrar's Office according to the University calendar.
If the above conditions are not in evidence, a 0.0 grade shall be awarded.

At the time grades are due, the Course Director shall submit a Student Deficiency Report to Academic Affairs describing reasons for the I grade, listing the requirements the student must fulfill to remove the I, and stating the deadline for fulfillment of course requirements.

The student's opportunity to proceed with additional work to remove an I grade and the time by which such work must be completed are contingent upon decisions of the Course Director, the Student Progress Committee, and the Dean during quarterly review of student progress.

I grades shall be converted to "0.0" grades by the Course Director if deadlines for removal specified by the Course Director are not met.

If an I in a preclinical course is not removed by the deadline, the student shall be prohibited from proceeding to clinical activity.

3) **N Grades**

N grades are limited to hyphenated courses and indicate satisfactory progress at the end of a quarter other than the terminal quarter of a hyphenated series.

At the end of the last quarter of a hyphenated series, a numerical grade or an I must be recorded. This terminal grade shall be the grade for each preceding quarter of the hyphenated sequence and shall replace N grades previously recorded on the University transcript.

A 0.0 grade may be submitted at the end of any quarter in a hyphenated sequence.

i. N grades shall not be submitted when student performance is unsatisfactory.

ii. N grades shall not be submitted at the end of a course if the course director has not yet assigned a grade for a particular course that has been completed.

4) **X Grades**

An X (No Grade Now) appears on a student's transcript when the instructor has not yet assigned a grade for a particular course. This remains on a student's record until a grade is submitted. The X option only signifies that the instructor has not completed evaluating a student's performance and is not yet prepared to assign a final grade.

X grades do not affect the GPA, but they do affect student status and eligibility for some types of financial aid. As a result, instructors must make every effort to submit grades in a timely manner.

5) **Withdrawal Grades**

Withdrawal (W) grades are unusual in UWSOD because of the prerequisites and sequence in the dental curriculum. Therefore, withdrawal from a course requires the approval of the Course Director and the Dean or the Dean's delegates. Withdrawal without such approval shall result in a 0.0 grade.

6) **Proceeding to Clinical Care**

If a 0.0, NC, or I grade in a preclinical course is not removed by the deadline set by the Course Director and approved by the Student Progress Committee and the Dean, the student may be prohibited from proceeding to clinical activity.
If a 0.0, NC, or I grade in a clinical course is not removed by the deadline set by the Course Director and approved by the Student Progress Committee and the Dean, the student may be prohibited from continuing with further clinical activity.

7) COVID-19 Grading Changes for UW School of Dentistry

Spring Quarter 2020

In response to appeals from our students, the UWSOD converted all predoctoral courses that began the quarter with a 4.0 scale grading to credit/no credit. The only exception were the quarterly third-year clerkships, DENTCL 633, DENTCL 636, DENTCL 637, and DENTCL 638, which had previously graded 75% of the class on a 4.0 scale and had to maintain equivalency.

2020-2021 Academic Year

In the continued best interests of our dental students, the UWSOD changed the grading for all predoctoral courses to credit/no credit for the 2020-2021 academic year.


Submitted by:
Faculty Council on Academic Standards
Time Conflict Change of Practice Proposal 1.30.2021

Current State:

[link](https://registrar.washington.edu/registration/policies-procedures/)

Note: A review of the Scholastic Regulations did not result in any references to Time Conflict or policies related to this.

Time Conflicts:

Students may not register online for two courses that meet at the same time or for courses with overlapping meeting times. Students who would like to replace a course already on their schedule must use the Registration option under the Personal Services section of MyUW and submit both the drop and add in a single transaction.

Conflicting Course Registration

The student must register for at least one of the courses with the time conflict first. To have the second conflicting course added to their schedule, students must complete the *Time Conflict* section of the [Registration Transaction Form](mailto:regoff@uw.edu) and email the completed form to the Office of the University Registrar at regoff@uw.edu

- **Conflicts Less than an Hour/Week**: Students must obtain verbal approval from both instructors to add a course that conflicts one hour a week or less.
- **Conflicts More than an Hour/Week**: Students must obtain both instructor signatures on a Registration Transactions form for courses that conflict more than one hour a week.
Challenges:

A team of stakeholders from all three campus registration teams convened recently to audit the current Registration Transaction Form (University of Washington Seattle’s version) to look for ways to move away from a PDF form and to automate the various enrollment processes listed on the current form.

The first item that came up for the team was the Time Conflict process requiring students to complete the RTF and to have it processed by campus registration teams before they can complete their desired registration each quarter.

The process by which students have to obtain signatures from both instructors for conflicts more than one hour a week to add a second course that overlaps with the first or to obtain verbal consent from both instructors for courses overlapping less than an hour a week presents a variety of challenges:

- Obtaining verbal or written permission does not remedy when a student is expected to be in two places at once when that circumstance presents itself during the quarter. Having a signature prior to the start of the quarter will not fix the time continuum physics challenge of the student not being able to be in two classrooms at the same time.

- Whether they have permission ahead of time or not, the student will still need to navigate with their two instructors when a conflict arises that they are needed in two spaces at the same time during the quarter.

- Many students are unable to obtain a second signature when a course does not yet have an instructor assigned at the time registration opens. This prevents the student from being able to register until the instructor is known.

- Thousands of transactions must be managed by students and campus registration team each quarter for a process that again does not have an impact on the time when the conflict becomes a challenge for the student.

Proposed State

Alter the registration processes to allow for registration when time conflicts exist. Create a message that will warn the students of the time conflict before they have registered or after if the pre-warning is not technologically possible in the SDB/SPS.
Message: Warning: You are registering/registered for courses occurring at the same time. It is your responsibility to manage this conflict with instructors.

We can also look at messaging in the MyPlan Scheduling tools warning students of the overlap and presenting the same message.

We might be able to use the Time Mask function to override the current block process.

**Four Possible Options:**

1. Use the Time Mask and allow time conflicts, but with a warning (50% of AAU schools)
2. No longer allow double-booking of classes at all (50% of AAU schools)
3. Keep it as it and find a way to workflow the request process
4. Don’t allow time conflicts for more than 60 minutes per week. Allow with warning conflicts with warning less than sixty minutes a week.