Form Revised 9/24/13

**Academic Policy Proposal**

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| **INITIATING GROUP / UNIT**: CAS ❑ CPA ❑ LAW ❑ MSB ❑ UFS ❑ Office of the Provost ❑X |  |
| **CONTACT NAME:** Candace Caraco **PHONE:** 5243 |  |
| **POLICY TITLE:** NR Grade |  |
| **APPLIES TO:** CAS ❑ CPA ❑ LAW ❑ MSB ❑ applies to all schools |  |
| **SPECIFIC PROGRAM** (if applicable): |  |
| **PROPOSED IMPLEMENTATION DATE / SEMESTER**: Fall 2019 (catalog policy) |  |

**I. Statement of Purpose**  UB does not have a temporary grade available for emergencies as TG is reserved for cases of academic integrity. Frostburg uses NR for “grade not reported by instructor.” (See their UG catalog p. 44.) The grade would be used in the following situations, which should be rare:

--a faculty member becomes critically ill (or the like) after the final but before grades are submitted

--a faculty member must leave at some point during the term near when grades are due and the transition is still happening to the new instructor

--a student has been participating in a class all term but pulls a no-show at the final and can’t be located in the hours before grades are due; however, the student has not agreed to an incomplete.  In some cases, students have had car accidents, hospitalizations etc.).

NB – As soon as grades are in, reports are run to determine students’ academic progress and if they can register for courses the next term that have prerequisites. A single blank grade in a roster can hold up these checks for all other students in the class. NR will prevent this delay for all but the NR recipient.

NR would have to be replaced by a grade or an I within 30 days.  But maybe the policy is 21 days and then there’s a week to chase down the final answer.

**II. Current Policy** (If proposal is a revision or discontinuance) It can be attached if too lengthy. Include date of original adoption if available.

None. Faculty and administrators have had to use I when there’s an unusual circumstance, but those are not true Is as the students were not consulted.

**III. Proposed Policy** (including authority for policy waiver, exclusions, or sanctions, if any) can be attached if too lengthy.

Activate the NR policy already printed on the back side of the UB transcript. The catalog will say this means “No grade reported by instructor.” It will only be available to administrators, but faculty can request a dean or dean’s designee apply it in extraordinary cases when a student unexpectedly does not appear at the end of a term and cannot be reached before grades are due. NR must be changed to another grade in 30 days.

**IV. Other** (who was consulted, definition of terms, etc.) Registrar, associate deans, enrollment reporting – There is one issue: NR cannot automatically convert to another grade. Grade change forms must be used and submitted in 30 days.

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| **V. Approval Signatures** | | **Date** |
| A. College/School Dean(s) | CAS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  CPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  LAW: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  MSB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| B. Academic Policy Review Committee  (UFS subcommittee) | Chair: |  |
| C. University Faculty Senate | Chair: |  |
| D. Provost and Senior Vice President  for Academic Affairs (or designee) |  |  |
| E. AG’s Office (as required) | Signature not required. If AG review is necessary, the date of approval will be added by the Policy Coordinator. |  |
| F. President (as required) |  |  |
| G. Board of Regents (as required) | Signature not required. If BOR review is necessary, the date of approval will be added by the Policy Coordinator. |  |