

## **Proposal to Amend Faculty Rules Concerning Marks, Recalculation of Cumulative Point-Hour Ratio, and Withdrawal from the University**

Recent rule revisions to allow repetition of course work, increases in the number of advanced placement credits, and extension of incompletes, together with agreements established between the Council on Enrollment and Student Progress and the Faculty Rules Committee concerning marks and recalculation of cumulative point-hour ratio, make necessary the following proposed changes to the faculty rules. Each proposed amendment is preceded by its own whereas statements.

WHEREAS 3335-8-28 has been changed to allow repetition of course work in which a student has been awarded credit by examination (a mark of “EM”);

WHEREAS 3335-8-21 has not been changed to correspond with that allowance;

### **3335-8-21 Marks**

(F) “EM” – examination

(2) Examination credit shall not be given to a student for a course in which the student has received a mark at this university or for which the student has transfer credit from some other college or university. ~~Conversely, no course for which “EM” credit has been received can be taken later for grade or credit.~~ No credit points are allowed for courses in which a mark of “EM” is given.

WHEREAS the university has incrementally enrolled strong incoming students, an increasing number of whom enter the university with more than 45 credits earned through examination (“EM”), particularly via AP experiences;

WHEREAS a limit on the number of credits a student can earn by advanced placement examinations violates Ohio Revised Code 3333.163 (“each state institution of higher education shall comply with the standards in awarding course credit to any student enrolled in the institution who has attained a passing score on an advanced placement examination”) and Ohio’s AP Policy (“A score of 3 or higher will provide credit at any PIOHE [public institution of higher education] in Ohio. The credit must count toward graduation....”);

WHEREAS credit in excess of the 45-hour limit is now routinely approved by every enrollment unit;

### **3335-8-21 Marks**

(F) “EM” – examination

(1) This mark indicates credit given to students registered in the university on the basis of examinations taken prior to or after admission to the university. The level of achievement which must be demonstrated by the student on these examinations in order to receive “EM” credit (except advanced placement credits) shall be determined by the department or school in which the course is offered for credit, in accord with the criteria for the award of letter grades. This credit, ~~up to a maximum forty five credit hours,~~ shall be assigned only upon the authorization of the chair of the department or the director of the school and with the approval of the authorized representative of the dean or director of the student’s enrollment unit. ~~Additional examination credit hours may be assigned specific curricular programs with the prior approval of the council on academic affairs.~~

WHEREAS part (3) of the rule provides for the possibility of an extension beyond the normal sixth-Saturday deadline;

WHEREAS “IX” is the mark currently used to denote an extension;

The Council on Enrollment and Student Progress has recommended this addition to the rule.

### **3335-8-21 Marks**

(G) "I" – incomplete, “IX” – extension of incomplete

(1) An "I" indicates that the student has completed a major portion of the work in the course in a satisfactory manner, but for reasons judged by the instructor to be legitimate, a portion of the course requirements remains to be completed.

(2) The mark "I" shall be reported to the office of the university registrar together with the mark which the university registrar is authorized to enter on the student's official record unless a different mark is reported to the office of the university registrar in the manner and within the time described below.

(3) The student must complete the work so that the instructor of the course may report the final mark at the earliest possible time, but not later than noon of the sixth Saturday of the semester, or session, following that in which the "I" was received. For legitimate reason the instructor may establish a deadline for the completion of the work which is within the maximum time permitted. Upon petition of the student within this period, the instructor or, if the instructor is unavailable, the chair of the department involved, may for good reason allow a student additional time in which to complete the work. An extension beyond the date grades are due for the semester, or session following that in which the "I" was received requires concurrence of the instructional unit's dean, director, or college secretary. Any decision extending the period shall set forth the time in which the student shall complete the work and a copy of the decision shall be forwarded to the office of the university registrar. This approved extension will appear on the record as an “IX” mark.

(4) As soon as the incomplete work has been made up, the instructor, or in the case of the instructor's absence from the university, the department chair or the director of the school, shall file the proper mark in the office of the university registrar. Until such time as a final mark is recorded the credit for the marks "I" or “IX” shall be counted as hours only, and shall not be considered in determining a student's point-hour ratio under rule 3335-8-26 of the Administrative Code.

(5) In no case shall a student who has received the mark "I" or “IX” be permitted to repeat the course in which such mark was received until such time as the "I" or “IX” has been removed and then only in such cases as fall within rule 3335-8-28 of the Administrative Code.

WHEREAS it is the view of the Council on Enrollment and Student Progress that agreement had been reached through the governance process (a “rules” work group from CESP, in consultation with a “rules” work group from Senate Rules) to convert the limit on the number of credits that can be chosen under the pass (“PA”)/non-pass (“NP”) grading option from a maximum of 30 to a maximum of 20;

WHEREAS it is also the view of CESP that similar agreement had been reached to change this date from the third Friday of a quarter to the fourth Friday of a semester (along with the associated deadlines of the fourth Friday of a summer term; the second Friday of a seven-week session during autumn or spring semester, or a six- or eight week summer session; and the first Friday of a four-week summer session;

WHEREAS the deadlines associated with this rule should resemble those already rewritten in 3335-8-32, with which it should be parallel;

WHEREAS the deadlines associated with this rule have not been updated with the change from quarters to semesters;

WHEREAS these changes were not reflected in the updated version of the rules;

### **3335-8-21 Marks**

(K) “PA” – pass, “NP” – non-pass

(2) These marks may be used at the option of undergraduate or continuing education students only, subject to the following conditions:

(a) This grading pattern may be chosen for a maximum of ~~thirty~~ twenty credit hours, provided the student has an accumulated point-hour ratio of 2.0 or higher.

~~(b) Among these thirty credit hours, an undergraduate student may elect this option for courses in fulfillment of the curricular requirements of rule 3335-8-06 of the Administrative Code.~~

~~(e) (b)~~ An undergraduate student may elect this option for courses that are not required or designated as required electives in the curriculum leading to the degree for which the student is a candidate.

~~(d) (c)~~ Hours graded pass “PA” count toward the minimal number of hours required for a degree. Pass or non-pass marks (“PA,” “NP”) are not computed in the point-hour average of the student.

~~(e) (d)~~ Before five p.m. of the ~~third~~ fourth Friday of a ~~quarter~~ semester; ~~or summer term~~; ~~or~~ the second Friday of a ~~term~~ seven-week session during a semester, or a six- or eight-week session during summer term; or the first Friday of a four-week

summer session, a summer term, autumn or spring semesters, the second Friday of a summer session, or the first Friday of a May session, a student must have declared intention to take a course on this basis by filing the appropriate form with the dean or director of the student's enrollment unit. A student may not change to or from this option after five p.m. of the thirdfourth Friday of a quarter semester, or summer term, or the second Friday of a term session during autumn or spring semesters, the second Friday of a summer session, or the first Friday of a May session, this same deadline.

WHEREAS it is the view of the Council on Enrollment and Student Progress that agreement had been reached through the governance process (a “rules” work group from CESP, in consultation with a “rules” work group from Senate Rules) to change this date from the third Friday of a quarter to the fourth Friday of a semester (along with the associated deadline of the fourth Friday of a summer term; the second Friday of a seven-week session during autumn or spring semester, or a six- or eight-week summer session; and the first Friday of a four-week summer session);

WHEREAS the deadlines associated with this rule should resemble those already rewritten in 3335-8-32, with which it should be parallel;

### **3335-8-21 Marks**

(L) "R" - registered to audit

(1) This mark indicates that the student has registered to audit the course and has met the conditions established for audit enrollment in the course. No credit hours shall be awarded for this mark (see rules 3335-8-29 and 3335-8-33 of the Administrative Code).

(2) Before five p.m. of the ~~third~~ fourth Friday of a semester; ~~or summer term;~~ ~~or the~~ second Friday of a seven-week session during a semester, or a six- or eight-week session during summer term; ~~or the first Friday of a four-week summer session, autumn or spring semesters, the second Friday of a summer session, or the second~~ first Friday of a term ~~May session;~~ a student must have declared intention to take a course for audit or to change from a credit to an audit basis by filing the appropriate form with the dean or director of the student's enrollment unit. A student may not change to or from the audit option after ~~five~~ five p.m. of the ~~third~~ fourth Friday of a semester; ~~or summer term, or the second Friday of a session during autumn or spring semesters, the second Friday of a summer session, or the second~~ first Friday of a term ~~May session~~ this same deadline.

WHEREAS 3335-9-33 was revised to award students graduation honors when they have applied a Fresh Start to their records but have subsequently completed the minimum hours and met the GPA required for eligibility;

WHEREAS 3335-8-26.1 lacks a cross-reference, to clarify that allowance;

**3335-8-26.1 Recalculation of cumulative point-hour ratio.**

(A) An undergraduate student who re-enrolls in the university after an absence of five or more years may petition the dean or director of his or her enrollment unit to recalculate the cumulative point-hour ratio of his or her previous residency. If the petition is approved, all courses taken will remain on the permanent record. Those with marks of "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "EM," "K," "PA," or "S" will be counted for credit only. No other marks will be counted for credit.

(B) If the petition is approved, the student resumes his or her academic program with no cumulative point-hour ratio, and thereafter is subject to the conditions of warning, probation, and dismissal that govern all students (see rules 3335-9-24 to 3335-9-28 of the Administrative Code).

(C) Under the provisions of this rule a student, before graduation, must be re-enrolled for a minimum of:

- (1) Thirty credit hours and
- (2) Two academic semesters or one semester and one summer term.

(D) Unless a student has completed sixty credit hours subsequent to the application of a fresh start, in accordance with rule 3335-9-33 of the administrative code, All courses ever taken at the university will be used in the calculation of the cumulative point-hour ratio required for the purposes of graduation with honors.

(E) The graduate school and graduate professional colleges may formulate appropriate modifications of this rule, subject to approval by the council on academic affairs, and shall publish the rule in their bulletins. (B/T 6/7/79, B/T 7/10/81, B/T 5/3/96, B/T 6/22/12)

WHEREAS the fourth-Friday deadline should apply to courses offered over an entire autumn or spring semester, or a summer term, not to courses offered over a summer session;

### 3335-8-32 Withdrawal from courses or from the university

(C) Until five p.m. of the fourth Friday of a semester, ~~or summer term, or session, or the second Friday of a seven-week session during a semester, or a six- or eight week ~~summer term~~ session during summer term,; or the first Friday of a four-week summer session, ~~autumn or spring semesters, the second Friday of a summer session, or the first Friday of May session,~~ a student may withdraw from any or all courses which began in the same semester, summer term, or session and no record for the course(s) will be entered on the student's official permanent record.~~

(D) After five p.m. of the fourth Friday of a semester, ~~or summer term, or session, or the second Friday of a seven-week session during a semester, or a six- or eight-week session during summer term; or the first Friday of a four-week summer session ~~autumn or spring semesters, the second Friday of a summer session, or the first Friday of May session,~~ if a student withdraws from any or all courses which began in the same semester, summer term, or session, the university registrar is authorized to enter the mark "W" on the student's official permanent record for the courses withdrawn.~~

(E) ~~Until~~After five p.m. on the following days, students may submit a form in their enrollment unit to drop a course or withdraw from the university:

- During a semester or summer term: the tenth Friday
- During a seven-week session in an autumn or spring semester: the fifth Friday
- During a four-week session in summer term: the third Friday
- During a six-week session in summer term: the fourth Friday
- During an eight-week session in summer term: the sixth Friday

~~of the tenth Friday of the semester, or summer term, or the fifth Friday of a session during a semester or a summer term~~ ~~autumn or spring semesters, the fifth Friday of summer session, or the third Friday of May session~~After those dates, a student who because of circumstances beyond his or her control finds it necessary to withdraw from any or all courses, must file the appropriate petition with the authorized representative of the dean or director of the enrollment unit. Reasons not acceptable include (but are not limited to) the student's performance in the course(s), lack of preparation for the course(s), or dissatisfaction with the subject matter offered in the course(s). If the petition is approved, a copy will be filed with the university registrar who is then authorized to enter the mark "W" on the student's official permanent record and the instructor(s) of the course(s) will be so notified. If the petition is not approved, the student continues to be enrolled in the course(s) and a final mark must be submitted by the instructor(s). Withdrawal from any and all courses shall not be permitted after the last day of regularly scheduled classes except

when the student experiences a genuine emergency after the regularly scheduled classes end and prior to sitting for the final examination in a given course or courses.

WHEREAS typographical error;

**3335-9-24 Academic warning.**

(B) If, at the end of his or her first semester, summer term, or session, a student subject to the provisions of rule 3335-9-23 of the Administrative Code has earned a point-hour ratio~~n~~ below 2.00, he or she may receive a warning from the dean of his or her college or director of his or her school instead of being placed on probation.

WHEREAS it is the view of the Council on Enrollment and Student Progress that agreement had been reached through the governance process (a “rules” work group from CESP, in consultation with a “rules” work group from Senate Rules) to convert the minimum hours required for eligibility for graduation honors from 90 quarter hours to 60 semester hours

WHEREAS that change was not reflected in the updated version of the rules

**3335-9-33 Standards for honors at graduation.**

(B) Eligibility for these honors shall be based on a minimum of ~~ninety~~ninety-sixty credit hours of course enrollment at this university. The marks for all ~~Ohio state~~ coursework at this university considered toward the degree will be included in calculating a student’s eligibility for such honors. Credits in courses graded “S/U,” as well as credits earned in repeatable coursework will be considered as counting toward the ~~ninety~~ninety-sixty credit hours. Credits in courses graded “PA/NP,” as well as credits earned in coursework repeated in rule 3335-8-28 of the Administrative Code will not be considered as counting toward the ~~ninety~~ninety-sixty credit hours. For a student who has completed ~~ninety~~ninety-sixty credit hours subsequent to application of a fresh start, in accordance with rule 3335-8-26.1 of the Administrative Code, only those marks received for coursework subsequent to fresh start will be considered toward calculating a student’s eligibility for such honors.

(C) Standards for graduation "with research distinction in [special subject(s)]," "with honors research distinction in [ ]," and "with honors in [ ]" shall be as adopted by the council on academic affairs. Eligibility for these honors shall be based on a minimum of ~~ninety~~ninety-sixty credit hours of course enrollment at this university. The marks for all ~~Ohio state~~ coursework at this university considered toward the degree will be included in calculating a student’s eligibility for such honors. Credits in courses graded “S/U” and credits earned in repeatable coursework will be considered as counting toward the ~~ninety~~ninety-sixty credit hours. Credits in courses graded “PA/NP” and credits earned in coursework repeated in rule 3335-8-28 of the Administrative Code will not be considered as counting toward the ~~ninety~~ninety-sixty credit hours.

(D) Beyond these minimal requirements the enrollment units may establish additional stipulations for graduation "cum laude," "magna cum laude," and "summa cum laude." (B/T 3/5/76, B/T 3/6/92, B/T 6/2/2000, B/T 6/4/2004, 6/6/2008, 2/11/2011)