November 15, 2002 Report to the UMC Campus Assembly of the work of the

SENATE COMMITTEE ON EDUCATIONAL POLICY

1. Interpretation of the Policy on Examinations for Credit
Interpretation of Policy on Examinations for Credit and Proficiency (language to be deleted is struck out; language to be added is underlined)

The University of Minnesota offers "proficiency examinations" and "special examinations for credit" to currently registered undergraduate degree-seeking students which are given at the discretion of the appropriate academic department. In addition, the University, with the concurrence of the appropriate academic department, also recognizes and awards credits based on examinations which are taken as a part of the Advanced Placement program, the International Baccalaureate Program, and CLEP program. Once special exam credit has been awarded, the credits will remain on the student's transcript unless the credit was awarded in error.

1. Proficiency Examinations shall be administered by the appropriate academic department, require no fee, and yield no credit or grade but may fulfill prerequisites for advanced courses or satisfy requirements. Proficiency examinations may be taken at any time, and if the student's work is of passing quality, a notation shall be made on his/her transcript saying "Course X satisfied by proficiency examination." A student may not first take a University of Minnesota course and earn a grade, subsequently take a proficiency exam for that course content, and then request that the original course grade be bracketed from the transcript.

2. Examinations for Credit shall be without fee if taken during the student's first term in residence or the first term after an absence of a year or more, otherwise a fee will be charged. Credits earned by examination shall not count as residence credits. A student may not first take a University of Minnesota course and earn a grade, subsequently take an examination for credit for that course content, and then request that the original course grade be bracketed from the transcript.

A student must do "C-" quality work on an "examination for credit" to earn credit, and a notation shall be placed on the transcript showing the course and credits earned. The department awarding the credit by examination shall determine whether or not a grade is to be assigned. Effective fall 1999, examinations for credit earn the letter "T." These credits will be included in the cumulative credits (but not term credits) but the "T" grade will not be reflected in either the term or cumulative grade point average. If the student fails to do "C-" quality work on the examination, no notation shall be made on the transcript.

The "examination" administered by a department may be typical final examination, an oral test, written papers or projects, or any other combination of work which will satisfy the examiners that the student has adequately achieved the values of the course.

Minimum standards for awarding credits by examination shall be determined by the academic department giving the examination. Minimum standards for awarding credits on nationally-administered examinations shall be established by the appropriate academic department. The national examinations shall be reviewed every five years to determine whether the minimum standards remain appropriate.

No department shall be required to give examinations for credit or to offer credits for nationally-recognized tests.

Credits may be awarded for a particular course if the academic department reviewing the national examination determines that the material in the test is substantially similar to that of an existing course; if the material is judged to be of college level but not substantially similar to an existing course, general departmental credits are assigned.

3. Procedures for handling examinations shall be established by the Office of the Registrar.
FOR INFORMATION:

The procedures that will be used by the Registrar (but are not part of the policy) are these:

Procedures for proficiency exams: Proficiency exams will be noted via a student group in PeopleSoft. This will not appear on the transcript. Proficiency exams other than for second languages must be entered as an exception in the degree audit system in order for the credit to be included in the degree audit. Waiver or exemption from a course must be entered in the degree audit system and will not display on the transcript.

Procedures for exams for credit: Special examinations for credit do not count toward the University residence requirement. The academic record will show the following:

--Effective fall 1999, special examinations will be recorded in PeopleSoft as test credits. These test credits will be included in the cumulative credits (but not term credits), and will carry a grade of "T"--this grade will not be reflected in either the term or cumulative grade point average.

--For examinations that were taken prior to fall 1999, special examinations with grades other than a "T" grade will be recorded on a student's transcript with a special examination notation. Letter grades from special examinations will not be included in the term or cumulative grade point average.

--For examinations that were taken prior to fall 1999, those examinations with no grades will be recorded in PeopleSoft as test credits. These credits will carry a grade of "T" that will not be included in the term or cumulative grade point average.

COMMENT:

The Committee on Educational Policy was informed by the Office of the Registrar that there were minor problems with the Senate's policy on examinations for proficiency and for credit. A number of proposed changes were suggested; the Committee itself made other changes. The Council of Undergraduate Deans, the Registrar's Advisory Committee, and representatives of the coordinate campus registrars have all approved the changes; the Committee on Educational Policy concurs. After reviewing and discussing them, the Committee unanimously approved the changes as an Interpretation of the policy and reports them to the Senate for information.

The first change, requiring that students be currently registered, is because non-degree-seeking students enroll just to obtain the credits, which they then transfer to another institution. The colleges do not want this.

The second change is proposed because sometimes advisors want to remove special exam credit from a student's transcript because the student is approaching the maximum number of credits he or she may take and still receive financial aid (184 semester credits).

There have been cases when a student fails a course, subsequently takes a special examination to pass the course (or could take an examination for credit to achieve a better grade), and then asks that the F (or lower grade) be bracketed. This change would not allow that to occur.

Eliminating the option of awarding a grade for an examination for credit is an attempt to ensure consistency across the colleges and campuses. This has been the practice for the last three years.

Finally, the policy will not allow students to take a course and receive an F, other low grade, or an I, and then use either a proficiency examination or examination for credit as a way to have the first grade bracketed.
2. Interpretation of the Degrees with Distinction and Degrees with Honors Policy
Information for the University Senate

Interpretation of Degrees with Distinction and Degrees with Honors Policy (new language is underlined)

I. Degrees with Distinction

a) The initiative in establishing degrees with distinction shall lie with the colleges and campuses concerned and must be approved by the chief academic officer on the campus.

b) To graduate "with distinction," a student must have a cumulative grade point average of 3.750 or higher at the time the student graduates. To graduate "with high distinction," a student must have a cumulative grade point average of 3.900 or higher.

II. Degrees with Honors

4. The minimum grade point average in upper division (i.e. after the completion of 60 semester credits) required for achievement of a degree "cum laude" shall be 3.500, that for a degree "magna cum laude" shall be 3.666, and that for a degree "summa cum laude" shall be 3.750.

COMMENT:

On recommendation from the Office of the Registrar, the Senate Committee on Educational Policy has approved a change in the Degrees with Distinction and Degrees with Honors Policy that adds digits to the requirements for the degrees in order that the requirements in the policy conform to the calculations of student grade-point averages performed by PeopleSoft. This avoids any ambiguity that might arise as a result of rounding numbers from three digits to the numbers set forth in the policy.

3. 2004-05 and 2005-06 Morris and Crookston Calendars

Action by the University Senate

MOTION: (Passed October 31, 2002)

To approve the Crookston 2004-05, Crookston 2005-06, Morris 2004-05, and Morris 2005-06 calendars as follows.

**Crookston 2004-2005**

**Fall Semester 2004 (73 class days)**

- August 30: Monday, Class begins
- September 6: Monday, Labor Day holiday
- November 25-26: Thurs. -Fri., Thanksgiving holiday
- December 13: Monday, Last day of instruction
- December 14-17: Tues. -Fri., Final examinations
- December 17: Friday, End of the term

**Spring Semester 2005 (74 class days)**

- January 10: Monday, Classes begin
- January 17: Monday, MLK holiday
- March 14-18: Mon. - Fri., Spring Break
- April 8: Friday, Floating Holiday (no classes)
- May 2: Monday, Last day of instruction
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 3-6</td>
<td>Tues.-Fri.</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 6</td>
<td>Friday</td>
<td>End of the term</td>
</tr>
<tr>
<td>May 7</td>
<td>Saturday</td>
<td>Commencement</td>
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**May Session 2005 (15 class days)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 9</td>
<td>Monday</td>
<td>May session begins</td>
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<tr>
<td>May 27</td>
<td>Friday</td>
<td>May session ends</td>
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**Summer Session 2005 (39 class days)**

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<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 6</td>
<td>Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>July 4</td>
<td>Monday</td>
<td>Independence Day holiday</td>
</tr>
<tr>
<td>July 29</td>
<td>Friday</td>
<td>8-wk summer session ends</td>
</tr>
</tbody>
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**Crookston 2005-06**

**Fall Semester 2005 (73 class days)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 29</td>
<td>Monday</td>
<td>Class begins</td>
</tr>
<tr>
<td>September 5</td>
<td>Monday</td>
<td>Labor Day holiday</td>
</tr>
<tr>
<td>November 24-25</td>
<td>Thurs.-Fri.</td>
<td>Thanksgiving holiday</td>
</tr>
<tr>
<td>December 12</td>
<td>Monday</td>
<td>Last day of instruction</td>
</tr>
<tr>
<td>December 13-16</td>
<td>Tues.-Fri.</td>
<td>Final examinations</td>
</tr>
<tr>
<td>December 16</td>
<td>Friday</td>
<td>End of the term</td>
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<td>Monday</td>
<td>Classes begin</td>
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<tr>
<td>January 16</td>
<td>Monday</td>
<td>MLK holiday</td>
</tr>
<tr>
<td>March 13-17</td>
<td>Mon. - Fri.</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 14</td>
<td>Friday</td>
<td>Floating Holiday (no classes)</td>
</tr>
<tr>
<td>May 1</td>
<td>Monday</td>
<td>Last day of instruction</td>
</tr>
<tr>
<td>May 2-5</td>
<td>Tues.-Fri.</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 5</td>
<td>Friday</td>
<td>End of the term</td>
</tr>
<tr>
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<tbody>
<tr>
<td>May 8</td>
<td>Monday</td>
<td>May session begins</td>
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<tr>
<td>May 26</td>
<td>Friday</td>
<td>May session ends</td>
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</tr>
<tr>
<td>July 28</td>
<td>Friday</td>
<td>8-wk summer session ends</td>
</tr>
</tbody>
</table>
4. Amendment to the Uniform Grading and Transcript Policy

Action by the University Senate MOTION: (Passed October 31, 2002)

To amend the Uniform Grading and Transcript Policy as follows (new language is underlined):

III. OTHER TRANSCRIPT SYMBOLS

1. There shall be a temporary symbol I, incomplete, awarded to indicate that the work of the course has not been completed.

The I shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an I requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements.

For graduate and professional students, an I is to remain on the transcript until changed by the instructor or department. For all other students, work to make up an I must be submitted within one year of the last day of final examinations of the term in which the I was given; if not submitted by that time, the I will automatically change to an F (if the student was registered on the A-F system) or an N (if the student was registered on the S-N system) for the course.

When an I is changed to another symbol, the I is removed from the record. Once an I has become an F or an N, under the provisions of the preceding paragraph, it may subsequently be converted to any other grade, upon petition by the instructor (or the department if the instructor is unavailable) to the college.

A student does not need to be registered at the University in order to complete the work necessary to convert an I to a grade with credit in the time and manner previously agreed upon between the student and the instructor. The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student.

If a student graduates with an I on the transcript, the I will remain permanently an I. A student may petition his or her college, within a year of graduation, to complete the work in the course and receive a grade. The degree GPA would be frozen upon graduation but the cumulative GPA would reflect the change in GPA if a student chooses to complete the work and change I to a grade within a year of graduation.

COMMENT:

The Committee on Educational Policy was informed by the Office of the Registrar that there are a few cases when a student graduates with an I on his or her transcript (for a course that was not required for graduation, obviously). After a year, the I converts automatically to an F. The question is whether that should occur; if it does, the degree GPA is unaffected (because it is "frozen" at the time a student graduates), but the cumulative GPA would change.

The Committee deliberated several options and concluded that simply freezing the transcript at the time of graduation is the simplest solution. A student may, within a year of graduation, petition to change the I to a grade. After that one-year option period passes, the I remains on the transcript forever.
Currently admitted and/or enrolled students who wish to earn full credit for a course which they have adequate training and preparation may apply for permission to take a challenge examination. The course must be challenged prior to the last date to add a course each semester (the end of the second week of class). Students should review the course syllabus (available on the World Wide Web) of the course they wish to challenge.

Students should contact the appropriate Center Director who will make arrangements with the appropriate faculty. Students may wish to visit with the faculty member prior to making formal arrangements.

After Center Director approval, a fee of $30 must be paid BEFORE the course challenge is attempted. Students may not challenge a course which has been previously taken for credit at UMC or at another college or university.

Courses for which an examination grade of D or better is earned are recorded with full credit with a grade of S (satisfactory) as part of the student's college record. No entry is made for a failed challenge examination.

This examination may be a typical final examination, an oral test, written papers or projects, or any other combination of work which will satisfy the examiner that the student has adequately achieved proficiency in handling the material covered in the course.

**Distribution Instructions:**
After the examination, the original copy should be sent to the Office of the Registrar indicating the results of the course challenge. The yellow copy should be retained in the student's Center Office file, and the pink copy retained in the faculty adviser's file.

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**Request for Course Challenge**

Students' Request:

Examination for course challenge in

_(Department, Course Number & Title)_

I feel able to pass this examination because ______________________________________

__________________________________________

Student's Name

Student ID# __________________________________

Center Director Action:

Request Approved _____ Request Denied _____

__________________________________________

Center Director

Date

Fee Payment:

Payment has been made at the Business Office

__________________________________________

Business Office Staff Signature

Department Report to the Office of the Registrar:

The above named student has been examined with the following results:

Course satisfied by course challenge examination

_(Department, Course Number & Title)_

Grade

__________________________________________

Examiner's Signature

Date