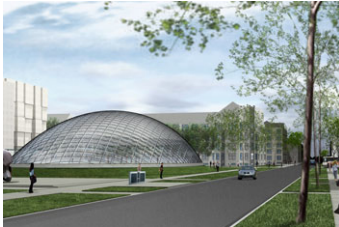


SANDI Newsletter

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University of Chicago
<http://registrar.uchicago.edu/newsletter.pdf>



“The Grade Issue”

Welcome to the SANDI NEWSLETTER. The Registrar’s Office publishes this newsletter to keep you informed about news, policies, and other issues that affect scheduling and other activities with the Registrar’s Office. We may also bring you important items about student services from time to time. For access to prior issues:

<http://registrar.uchicago.edu/prior-newsletter.pdf>

You may wish to print and keep a hard copy, or index it and keep it electronically. Our aim is to establish a library of interesting and important items you may want to access from time to time. Copies will be available on the web at: <http://registrar.uchicago.edu/newsletter.pdf>

Upcoming Events and Deadlines

- ◆ College student Course Requests (Bidding) starts Monday, May 19.
- ◆ Spring Grades for graduating College students are due Friday, June 6
- ◆ Grades for all other students are due Tuesday, June 17
- ◆ Autumn Graduate-Level course offering information is due Friday, June 27.

News and Important Notes

Please plan to attend the SANDI meeting this Friday, May 16th at 9:00 a.m. in Stuart room 101. Gabriel G. Olszewski, the new University Registrar, is looking forward to meeting you.

SANDI MEETINGS are held the 7th week of each quarter.

AUTUMN QUARTER Course Offering information for GRADUATE courses is due to the Registrar’s Office on Friday, June 27. (College course information for Autumn has already been received and will be incorporated in the Course Request “Bidding” cycle starting next Monday, May 19.)

Please also note, the Registrar’s Office course scheduling staff are asked to report when the quarterly course offering lists for their respective departments are received and subsequently proofed. We do follow up when departments don’t get their offerings to the Registrar on time. If there are specific reasons for late

submissions, please let us know in advance.

A further note about SANDI meetings, messages from the Registrar’s Office, and these newsletters: combined, they represent the University Registrar’s efforts to communicate to you important information you need to know to do your jobs. Your cooperation in heeding these notes and deadlines is appreciated. (We can only reiterate the instructions and deadlines so many times!) We know the meeting takes time from your busy days, but the best way to keep informed is to attend each meeting.

Cathy Cohen is the Deputy Provost for Graduate Education. Requests for non-canonical course times (for those units following the canonical schedule) must be approved by her. Remember to provide her a valid reason for the request! She can be reached at cjcohen@uchicago.edu

IN DEPTH: GRADING AT THE UNIVERSITY OF CHICAGO

Grading is a complex process at the University of Chicago. The statutes of the University direct that grading policies are determined by the faculties of each School or Division, yet a standard “common” grading policy is shared by most of these units, with only slight variations. Related practices are established by the University Registrar in conjunction with area Deans of Students and NSIT.

THE “COMMON” GRADE POLICY

- Grades are to be submitted to the University Registrar the Tuesday following the end of Winter and Spring Quarters, and the Wednesday following the end of Autumn and Summer quarters.
- The University uses a 4 point scale for grades; these “quality” grades are as follows 4.0 = A, 3.7 = A-, 3.3=B+, 3.0 = B, 2.7 = B-, 2.3 = C+, 2.0 = C, 1.7 = C-, 1.3 = D+, 1.0 = D, F = 0. (Note that there is no A+ or D- in the common grade scale).
- Grades of “P” indicate Pass and earned credit, but have no point value. Contrary to the rumor, “P” grades are not considered equivalent to a “B” or a “C” or any other grade when used for requirements. It is up to each department or division to make and hold to such determinations.
- Grades of “R” indicate a “Registered” or “Audit” status, have no point value, and do not confer credit. Grades of “R” are either assigned by the instructor or arranged in advance by the student via the registration process.
- Grades of “I” indicate “Incomplete” work. Once the work for an “I”-graded course has been completed, the University Registrar will record the new quality grade but leave the initial “I” as a qualifier, indicating that the work was completed late, e.g. “IA or IB+”.
- Grades of “W” indicate “Withdrawn” (albeit not “dropped”). Grades of “W” either are assigned by the instructor or administratively by the University Registrar should the student’s area Dean of Students approve dropping a course with an effective date after the third week of the quarter.
- Individual academic units determine how, and which, of all the above grades will be utilized for the courses offered in their areas. The Registrar then enforces those rules. With few exceptions, the level and offering unit of the course for which a student enrolls determines the grading rules that apply.

Specific Academic Unit Grading Rules and Procedures

THE COLLEGE

- Uses the common Grade Scale and Rules (above) with the following exceptions:
- College students enrolled in courses offered by the Graduate School of Business can be conferred a grade of A+, albeit with a point value of 4.0
- College courses do not confer grades of “R” to College students (exception noted below)
- Grades of “P” are not to be assigned in courses meeting General Education Requirements.
- The “Pass/Fail” option is informally arranged between student and instructor. The Instructor will submit either a “P” or an “F” to the University Registrar.
- Grades of “I” for College students enrolled in College courses when submitted to the University Registrar must be accompanied with a fully signed “Request for Incomplete Form” (available from the College advisers). This form specifies when the “I” is to be completed—by default it is within one year—and what grade is to replace the “I” if not completed by that time—by default the replacement grade is “W”. Extensions can be submitted to the University Registrar, signed by the instructor, at any time prior to the expiration date.
- Grades of “W” as assigned by the instructor must first be requested by the student prior to the final exam or date of the last academic requirement deadline (e.g final paper due date). Although the instructor is obligated, by College policy, to issue the “W” grade if so requested, the “W” can be qualified by the

instructor as "WP" or "WF" meaning that the student was either passing or failing the course at the time of the Withdrawal.

- When College course grade rosters are received by the University Registrar and one or more grades on the roster are blank or contain a grade not permitted by College grade policy (such as an "I" grade without an accompanying "Request for Incomplete Form), the University Registrar will issue a grade of "Q". The "Q" grades will convert automatically to "W" grades if they remain in effect through the end of the Friday of the fourth week of the subsequent quarter (or fourth week of Autumn for Spring enrollments). When a quality grade is received by the University Registrar to replace a "Q" grade, an intervening "I" will be administratively inserted as a qualifier (e.g. IA or IB+). The College Dean of Students will prepare for the University Registrar a list of courses for which these "Q" rules are excepted . . . mostly BA Paper-type courses. For such courses, blank grades can remain.
- For Graduating College students, passing grades for all required PRIOR quarter courses are due to the University Registrar the Friday (or Wednesday in Autumns where that Friday is the day after Thanksgiving) two weeks before the Convocation ceremony. For required CURRENT quarter courses, the due date is the Friday ONE week before the Convocation ceremony. In the absence of any grade for such a required course for a current quarter, the Dean of the College has authorized the University Registrar to record an administrative "P" grade. This administrative "P" as well as all other grades becomes permanent upon graduation. Any blank or outstanding "I" grade for non-required courses will be converted to administrative "R" grades upon graduation (this is the only instance an "R" grade will be assigned in a College course for a College student).
- The College publishes grading rules and instructions for all its instructors at:
http://collegecatalog.uchicago.edu/pdf_08/academic-regulations.pdf

THE BIOLOGICAL SCIENCES DIVISION

Uses the common Grade Scale and Rules with the following exception:
Does not assign "+" or "-" qualifiers to grades.

THE HUMANITIES DIVISION, PHYSICAL SCIENCES DIVISION, SOCIAL SCIENCES DIVISION, HARRIS SCHOOL OF PUBLIC POLICY STUDIES, AND SCHOOL OF SOCIAL SERVICE ADMINISTRATION:

Use the common Grade Scale and Rules.

THE GRADUATE SCHOOL OF BUSINESS

Uses the common Grade Scale and Rules with the following exceptions:
A+ = 4.33, A- = 3.67, B+ = 3.33, B- = 2.67, C+ = 2.33, C- = 1.67, D+ = 1.33
Does not assign "R" grades.
Does not assign "W" grades except administratively for post-3rd week drops.
(The GSB submits electronic grade rosters directly to the Gargoyle student system.)

THE DIVINITY SCHOOL

Uses the common Grade Scale and Rules with the following exception:
When a quality grade is submitted to the University Registrar replacing an "I" grade within one year of the end of the quarter, no intervening "I" is recorded.

THE LAW SCHOOL

Uses a numeric grade scale for its courses. Law students enrolled in courses offered by units outside the Law School earn grades per the units' respective grading policies. Non-Law students enrolling in LAWS courses should consult with their area Deans of Students about how Law School grading will be accommodated.

PRITZKER SCHOOL OF MEDICINE

For Medical students "P" grades will be submitted to the University Registrar in lieu of quality grades.

GRAHAM SCHOOL OF GENERAL STUDIES

Uses the common Grade Scale and Rules with the following exception:
For Students-at-Large enrolled in GSB courses, the GSB grading scale and associated grade values will apply.

GRADE ROSTERS

The Registrar will print and distribute rosters of all enrolled students in courses during the 8th or 9th week of each quarter. These will list all enrolled students (including those in IDENTs) in straight alphabetical order by last name. The rosters will specify the date they are due to be returned to the Registrar's Office. They must be signed by one of the instructors whose name is printed on the roster before the Registrar will accept them.

Rosters of just those students graduating in the current quarter will also be printed and distributed the 8th or 9th week of each quarter. Called "Convocation Grade Rosters" they have a posted due date of the Friday one week before the end of the quarter. For graduating College students, these "Convocation Grades" MUST be received by the Registrar by 3:00 p.m. on that early due date.

All such grade rosters are mailed to the contact (administrator) whose name is associated with the department offering the Parent Course. It is therefore important that the registrar be informed as departmental administrators change, or move, so that the rosters can continue to have the correct address.

FAXED GRADE ROSTERS

Grade rosters, once completed and signed, may be faxed to the Registrar's Office at 773-702-3562. Departments should follow-up to confirm the faxes were received by emailing the grade recorder. During the crunch of grade recording after the end of a quarter, it may not be possible to immediately respond to such requests for confirmation.

WEB GRADE ROSTERS

Faculty and other instructors can call up printable grade rosters from the faculty web roster service. These should be printed on 8.5 x 11 paper and returned to the Registrar like any other printed rosters. These Web Grade Rosters will list graduating students first, and then the non-graduating students.

GRADE CHANGES

In practice, "Improvements" to a student's course grade will be accepted and posted by the Registrar as long as the student remains active in his or her program-of-study. Grade changes should be submitted to the Registrar in writing, identifying the course and section in which the student was enrolled, the respective quarter, the name and UCID of the student, the old and new grade, and the signature of the instructor. The Registrar has blank forms which can be used for this. Logs of grade changes are daily provided to area Deans of Students.

College students can not have their grades changed once they graduate.

For graduate students who have graduated, or for students who have otherwise permanently left the University, or for any changes in grades that result in a "lower" grade, the Registrar will routinely redirect the changes to the student's Area Dean of Students for authorization or confirmation before processing.

GPAs

The cumulative GPA's of current and recent (matriculating since 1994) College students are posted on transcripts. These College GPA's also appear on cMore. The GPA's of Law Students who have graduated from the Law School are also posted on transcripts.

Students can request a certification of their GPA from the Registrar, separate or enclosed with a transcript.

All current students have GPA's in the Gargoyle student system, but with the above exceptions they are not published, either individually, grouped, or averaged, in any University publication or statistical report. This is a long-standing practice. Questions about GPA's of the students in any Division or School should be directed to its Area Dean of Students.

Honors awarded with degrees may utilize individual student GPA's. For example, the award of General Honors with the Bachelors Degree is based on a cum. GPA of 3.25 or higher. Dean's List in the College is also based, in part, on GPA as of the end of a Spring Quarter. Although the related Honor or Award may appear in publications and on transcripts, the corresponding GPA of the student will not.

The Registrar considers the GPA to be among the most confidential and secure data elements associated with a student's records.

GRADE REPORTS

All students can check their grades on-line at any time, day or night, either for the most recent quarter or their entire academic history (transcript) via cMore. The Registrar will print and mail, if authorized, quarterly grade reports to the parents of College students. This authorization is processed by the College Dean of Student's Office. Students in specific graduate or non-degree programs may be mailed quarterly grades upon arrangement with the Area Dean of Students and the Registrar. Due to the overhead associated with printing and mailing grades, the limited security associated with them, and the availability (secured) of grades over the web via cMore, the Registrar prefers not to mail any more grades than is absolutely necessary.

From the Archives of the University Registrar

II-D-4	WRITE PLAINLY WITH INK (SEE OVER). DO NOT WRITE ON THE TOP LINE.		1932 SOCIAL SCIENCES
DIVISION (GRADUATE) <i>Alumni</i>			
FULL NAME	<i>Milton</i>	<i>Friedman</i>	
First Name [Do not give nicknames or initials only]	Middle Name	Last Name	
Do not write in this space			
Home address	<i>104 Main St. Rahway, N. J.</i>		
Degrees received, with date of each and institution conferring	<i>A.B. - 1932 - Rutgers University</i>		
Degree sought; principal and secondary subjects	<i>A.M.</i>		
What church do you prefer?	<i>Hebrew</i>	Are you a member?	<i>yes</i>
Date and place of birth	<i>July 31, 1912</i>	<i>Brooklyn, N. Y.</i>	
Present Date	<i>Oct 1</i>	1932	[OVER]

In honor of the establishment of the Milton Friedman Institute, we present the matriculation card completed the first day of Autumn Quarter 1932 by the future Nobel Laureate . . . when he was 20 years old.