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# SOUTHEASTERN

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L O U I S I A N A U N I V E R S I T Y

## Instructional Practices

### GRADING SYSTEM

An important part of the instructional process is the association of grades to student achievement and effort. While Southeastern does not adhere to a university-wide grading scale, grades assigned do reflect the following meaning across courses:

- A – work of the highest degree of excellence
- B – good work
- C – average work
- D – work that meets only the minimum requirements for passing
- FY – failing, yes, student attended classes on or past the 60% point in the semester
- FN – failing, no, student did not attend classes on or past the 60% point in the semester
- P – passing (certain courses only), will not carry quality points, will not be computed in the student's average, and will not at any time for any purpose be translated into grade A, B, C, or D.
- U – unsatisfactory. A non-punitive grade in a remedial or developmental course. No hours attempted are recorded.

### Withdrawal/Resignations

A"W" is assigned to those students who withdraw from a course after the last date to add classes and by the last day to withdraw or resign from the university for the semester. Please refer to the academic calendar (in the front section of the *General Catalogue*) for specific dates.

### Incomplete Work

For undergraduate courses the grade of "I" means "incomplete" and is given when the student's work to date in the course is of passing quality and the student has completed substantially all of the course requirements, but, due to circumstances beyond the student's control, an exam or other course requirement is missing. "I" grades should not be assigned unless the faculty member has knowledge of the exact circumstances (e.g., prolonged illness, accident, etc.) and believes the student can make up the work in the required time frame. The deficiency must be met by the last day of late registration of the next regular semester or summer term unless

extended by the student's academic dean. "I" grades are removed only by completion of the course work, not by repeating the course. "I" grades are computed as "F" grades until changed to a final grade. "I" grades that are not resolved by the deadline and have not been extended by the dean will be changed to a grade of "F" (or "U" if appropriate) at the conclusion of late registration. The extension of "I" grades may be for a maximum of twelve months. After an extension of twelve months following the time it was assigned, the "I" grade will be changed to an "F" (or "U" if appropriate).

### **Quality Points and Grade Point Average**

The quality of work is indicated by quality points. A student passing a course with a grade of "A" will receive four quality points for each semester hour credit to which the course entitles him/her; with a grade of "B," three quality points for each semester hour credit; with the grade of "C," two quality points for each semester hour credit; with the grade of "D," one quality point for each semester hour credit; and an "F" carries no quality points. Grade "I" is counted as an "F" until resolved into a final grade.

Faculty should be aware that the grade point average may be computed two different ways for varying purposes:

#### ***Cumulative Grade Point Average –***

The Cumulative Grade Point Average is computed on all hours attempted and is the only Grade Point Average that will appear on the academic transcript prior to graduation.

#### ***Degree Grade Point Average –***

The Degree Grade Point Average is used to determine a student's eligibility for an undergraduate degree. The Degree Grade Point Average is calculated using the last grade earned for courses within a curriculum. The Degree Grade Point Average does not appear on semester grade reports.

A ratio of 2.0 between quality points earned and semester hours attempted is interpreted as a 2.0 ("C") grade point average. To be eligible for graduation, a student must have a minimum Degree Grade Point Average of 2.0 ("C") on all coursework applicable to the student's curriculum; on all required coursework in the major field; and on Southeastern coursework applicable to the student's curriculum. Individual academic departments or colleges may set higher grade point average requirements for graduation and/or admission into specified programs. Policies regarding requirements for progression in specific degree programs may be found in the appropriate academic section of the *General Catalogue*.

### **Appeal and Change of Grade**

After a final course grade is recorded in the Office of the Registrar, a change of grade must be approved in sequence by the instructor, the instructor's department head, and the academic dean of the college in which the course is offered. The Change of Grade Form is available to the instructor in the Office of the Registrar. No student is ever to be in possession of a Change of Grade Form.

In the event of a contested final course grade, a student's written appeal of the grade must be submitted to the instructor within thirty (30) calendar days of final grades for the term being due, as reported in the current catalogue. A letter of appeal and all materials to be considered should be provided to the instructor. The instructor will render a decision in writing within ten (10) working days or as soon thereafter as practical. If the appeal is not resolved with the instructor, within ten (10) working days, the student may submit a written appeal of the problem to the faculty member's department head, with a copy of all materials previously submitted to the instructor, with the instructor's decision. Likewise, if the department head's decision is in favor of the student, the faculty member may submit a written appeal to the department's academic dean within ten (10) working days. The department head will render a decision within ten (10)

working days or as soon thereafter as practical. If the appeal is not resolved with the department head, within ten (10) working days, the student may appeal to the department's academic dean by submitting a written appeal and copies of materials previously submitted to the department head. The dean's decision will be rendered within 10 working days or as soon thereafter as practical and is final. (In the event the instructor is not available, the Department Head of the course may serve as proxy and work with the student to resolve the appeal.)

## **CLASS ATTENDANCE**

Class attendance is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the university.

Each instructor shall keep an attendance record for each class. Instructors should review 14<sup>th</sup> class day rosters and draw a line through the names of any student who has not attended class. Instructors also must indicate whether the student attended classes on or past the 60% point of the semester whenever assigning the grade of "F" to any student. These records are subject to inspection by appropriate college or university officials.

When any student receives unexcused absences (e.g., ten percent of the total classes) in any class prior to the published withdrawal date, the instructor may withdraw the student with a grade of "W."

Specific policies regarding (but not restricted to) makeup of missed exams, submission of excuses for absences, procedures for appealing unexcused absences, and the manner in which attendance may be used in grading are to be established by individual departments and **explicitly** defined and expressed in instructors' syllabi or course information sheets.

An absence must be considered excused if it is for one of the authorized activities listed in the section "Southeastern Attendance Procedures" and the procedures detailed in that section have been followed. An absence may also be considered excused if deemed so by the instructor.

### **Southeastern Attendance Procedures**

It is a student's responsibility to withdraw from a class. A student does not withdraw from class by failing to attend. However, an instructor may withdraw any student from a class for excessive unexcused absences. If a student who has been withdrawn from a class for excessive absences wishes to reenter that class, he or she may appeal for readmission no later than the published withdrawal deadline. This appeal must first be made to the class instructor, then (if necessary) to the class department head and finally the class dean. If readmission is granted the instructor must notify the Office of the Registrar in writing upon the student's return.

Absence due to authorized trips from the University or to special duties or activities at the University may be excused by the Provost. Faculty and staff members in charge of these trips and activities must complete and submit in triplicate an Off Campus Individual/Group Visitations form, listing all students involved, even if the trip does not require a class excuse. The form must be signed by the Department Head, the appropriate College Dean, the Assistant Vice President for Student Affairs, and the Provost. The Off Campus Individual/Group Visitations form, located at: [http://www.southeastern.edu/admin/stu\\_dev/assets/off\\_campus\\_vis\\_9\\_23\\_16.doc](http://www.southeastern.edu/admin/stu_dev/assets/off_campus_vis_9_23_16.doc) should be submitted five (5) working days prior to in-state trips, and submitted at least three (3) weeks prior to out-of-state trips. Authorized activities include athletic events, music events, student conventions, religious meetings, field trips, assisting in rallies, music festivals, etc. Each student listed on the form must receive a copy of the approved form and show it to his/her

instructors prior to the trip. It is the responsibility of each student to make up necessary coursework missed by an excused absence.

## **COURSE INFORMATION SHEETS**

During the first week of class meetings, the instructor should distribute to each student an information sheet describing the course, clearly stating the following:

1. Instructor's name, office, and office hours
2. Course schedule and syllabus, including course objectives
3. Method of grading and/or grade scale
4. Approximate number and type of major examinations, papers, and projects
5. Other factors influencing the student's final grade
6. Class attendance requirements, including the faculty member's policy on withdrawing students for excessive unexcused absences
7. The following statement:  
If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with Student Accessibility Services, Room 111, Student Union. No accommodations will be granted without documentation from Student Accessibility Services.
8. A statement reflecting University policy that the classroom is not a place for children, and that students are not to bring their family members for day care or baby sitting
9. A statement of the instructor's expectations regarding student behavior/ classroom decorum
10. A statement of the instructor's expectations regarding e-mail communication and that only Southeastern's e-mail addresses will be used per University policy

Additionally, a current knowledge base (i.e., a reference list of books, journals, manuscripts, and other scholarly materials used as the foundation in teaching a course) for each course needs to be on file in the office of the department head.

If any questions arise concerning grades, the instructor and the student will thereby have a clearly established written basis on which to present their case to the following authorities, in this order:

1. Instructor's department head
2. Instructor's dean

Instructors are to provide each student with an evaluation of progress in a course no later than

1. One week after the midpoint of a Fall or Spring semester
2. Two class days after the midpoint of a Summer session

3. One class day after the midpoint of a short term

## CLASS MEETINGS

Classes are to be met and dismissed on time. Food or drink is not allowed in auditoriums, classrooms, laboratories, and other instructional support areas.

Any change in class time or location must be requested through the department head, the academic dean, and the Office of the Registrar, where the change will be made in the master room database. ***In no instance should a faculty member change the meeting place for a class without following this procedure.*** When the request is approved, a notice of the change should be posted by the instructor on the door of the regular meeting place.

## GRADE AND ATTENDANCE REPORT POLICIES

Faculty attendance records and final grades should be kept for five years. They should be kept in such a manner so as to be accessible by the department head at all times. The exact requirements for how/where to keep grade and attendance records should be determined at the department level. Faculty and departments should keep in mind that grade and attendance records are often important evidence used in grade appeal procedures or in legal cases. As such, they should be recorded in a clear manner. Faculty who are leaving the University should submit their grade and attendance records to the department head prior to leaving. Examinations, student papers, etc. upon which final grades are based must be kept by the instructor for one year.

## REPORTING GRADES

At the end of the semester or summer session, each instructor will report final grades for all students. The office of the Registrar will notify faculty members of the day, time, and method for submitting reports. A grade must be reported for all students. Students who have dropped or resigned may not be given a grade other than "W". Students who are not on the class roster may not be added and given a grade. Any discrepancies must be cleared through the department head and dean.

## CLASS ROSTERS

Each instructor will be furnished with a class roster showing the students officially registered in each section. No student may remain in class if his/her name does not appear on the roster for that class. If a student whose name does not appear on the roster reports to a class, he/she should be directed to the appropriate office.

Soon after the fourteenth class day of each regular semester (seventh class day in the summer), a set of official class rosters will be distributed to each faculty member for the purpose of attendance verification for financial aid recipients. The faculty member will verify the accuracy of the rosters, line out the names of students who have failed to attend class at least once, and return the rosters to the registration office.

## EXAMINATIONS

Each instructor is responsible for constructing and administering tests and examinations using whatever type the instructor prefers. In a limited number of courses, a departmental examination is used, and the instructors will be notified at the beginning of the semester.

In determining the dates for major tests and class projects, the instructor should take into account as much as possible the University Calendar as printed in the *General Catalogue*. Faculty members must, whenever possible, give makeup tests to students who have excused absences.

No instructor may schedule a final examination at a time other than that set in the Academic Calendar, unless the academic dean grants permission. Final examinations are held at the end of each semester and summer session. A student who is absent from a scheduled examination because of illness or other valid reason may take a special examination upon approval of the student's department head. Faculty members must keep final examinations on file for at least one year.

Proctoring of examinations is the responsibility of the individual instructor.