

June 7, 2024

DIVISIONAL DEANS
DEPARTMENT CHAIRS
PROGRAM DIRECTORS
COLLEGE PROVOSTS

RE: Spring Quarter 2024 Grade Rosters and the Policy for Replacement of Missing Grades with P

Dear Colleagues,

The Committee on Educational Policy (CEP) writes to reiterate the [Policy for Replacement of Missing Grades with P](#). Please share this information with instructors in your departments, programs and colleges this quarter.

Before posting a Pass for a missing grade, the Office of the Registrar will post any grades saved on the Grade Roster to the student record, this may include courses with partially entered grades in cases where only a portion may be confirmed. After all reported/saved grades have been posted, the Office of the Registrar will post any remaining missing grades to a Pass (P) grade, in the case of this quarter that date is July 17. These Pass grades should be changed on the grade roster when they are ready to be recorded.

Any unreported, missing grades replaced with a Pass (P) are not the official grade for the course, but a placeholder. The temporary P policy does not assume that instructors will pick up struck labor, and we encourage the University administration to provide assistance to those updating grades after the end of the quarter. Grades are final when submitted by the faculty of record on the end-of-term course report (grade roster).

The chair of the course sponsoring unit may reassign the grading of a course if an instructor (or faculty mentor) is not willing to do so. This has been the customary practice when an instructor is unavailable to grade a course, e.g. due to incapacity or separation from the university. Extending this practice to our present situation is reasonable. If the grading is reassigned, the conditions listed above still apply.

CEP has been informed that there may be confusion amongst students about the impact of the default P concerning major declaration, major qualification, and impacts on graduation. We recommend updating your proposed and declared students on any plans for how grading will be completed and how final grades will be provided based on submitted work.

For students who need a letter grade to declare a major and/or to qualify for a major, or to graduate, CEP has previously stated:¹

Mirroring the process when the Academic Senate awards a student a P grade as a result of a grade grievance, any P grades that replace missing grades will not affect the student's

¹ Please also refer to the [Undergraduate FAQs for Missing Grades](#), and the related [Advisor FAQs for Missing Grades](#)

ability to progress in their major or graduate under letter grade requirements.

We appreciate your attention and hope to reassure students that their progress will not be impacted. We acknowledge that this impacts everyone committed to our students at all levels, and our committee would like to express our sincere appreciation to everyone's commitment to resolving this.

Sincerely,



David Lee Cuthbert, Chair
Committee on Educational Policy

cc: Lori Kletzer, Campus Provost and Executive Vice Chancellor
Richard Hughey, Vice Provost and Dean of Undergraduate Education and Global Engagement
Peter Biehl, Vice Provost and Dean of Graduate Studies (EA: Barbara Smee)
Patty Gallagher, Chair, Academic Senate
Matthew McCarthy, Vice Chair, Academic Senate
Amanda Rysling, Chair, Committee on Courses of Instruction
Andrew Fisher, Chair, Graduate Council
Matthew Mednick, Director, Academic Senate
Tchad Sanger, University Registrar
Kalin McGraw, Associate Registrar
Stacey Sketo-Rosener, Assistant Vice Provost for Undergraduate Advising
Department Managers
College Academic Managers