

Committee on Educational Policy Policy for Replacement of Missing Grades with P

Preface: At the time of the Committee on Educational Policy’s (CEP) review and approval of the current policy for replacing missing grades at the end of fall quarter 2022, we promised a more formal and in depth review of policy introduced in [CEP’s April 10, 2020 memo](#):

course-sponsoring agencies should expect that any missing grades will be converted to P grades approximately 30 days after the grade submission deadline, after the instructor, course sponsoring agency, and the supervising dean have been informed in a timely manner.

CEP has done extensive review, and carefully considered potential options, as well as reviewing information from the Office of the Registrar, Advising, and other units, and correspondence by previous CEP committees on the subject. We have provided a summary of our considerations in an Appendix. After lengthy discussions and consideration of several alternative approaches, the Committee found that none of the other approaches considered were superior to the existing approach with respect to outcomes for students. Rather, CEP found that, compared to the approach of replacing missing grades with “P” 30 days after the grading deadline has passed, the other potential approaches considered could not as effectively address the range of serious concerns and deadlines for avoiding undergraduate educational impacts, such as financial aid eligibility, graduation eligibility, and so on. Thus, we concur with the prior committee that while the 30-day to P approach for addressing missing grades is an imperfect approach, we also believe that this should remain the recommended general Policy for addressing missing grades.

While we are prepared to establish this as policy going forward, we also must recognize the necessity for flexibility in future reviews, and that CEP may need to revisit this policy and consider its appropriateness, particularly in extraordinary circumstances that may cause large numbers of missing grades or when there has been a major disruption to instruction or the grading process. In the last five years our campus has confronted and needed to adapt to a pandemic, strikes, storms, power outages, and nearby fires all of which have been disruptive to ‘business as usual’ approaches to education and required flexibility and new considerations.

The Committee on Educational Policy (CEP) would also like to emphasize that there are persistent problems of missing grades even in ordinary circumstances, which is problematic. In every quarter, some faculty and instructors never submit grades for students, even after multiple reminders from the Office of the Registrar. Providing grades to students in a timely manner is a core responsibility of faculty and instructors, and more effort should be made to fulfill this responsibility. We note [APM - 015, Part II, A](#) on “Teaching and Students Ethical Principles”

“As teachers, the professors encourage the free pursuit of learning of their students. They hold before them the best scholarly standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student’s true merit.... (AAUP Statement, 1966; Revised, 1987)

The types of unacceptable conduct related to “Failure to meet the responsibilities of instruction” include “(e) undue and unexcused delay in evaluating student work.” Should challenges arise, CEP may consider how to ensure timely submission of grades, such as making this a consideration for CEP’s reviews of programs, or encouraging the Committee on Academic Personnel (CAP) and Graduate Council (GC) to make this concern a consideration.

Policy:

Any missing grades will be converted to P grades 30 days after the grade submission deadline, after the instructor, course sponsoring agency, and the supervising dean have been informed in a timely manner.

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 ability to progress in their major or graduate under letter grade requirements. Also, to mirror the grade grievance process, an instructor may ask that their name be removed from a student transcript if a P grade has been inserted by CEP and the Office of the Registrar.

Approved by the Committee on Educational Policy on May 17, 2023

APPENDIX I.

Summary of CEP Review of the 30-day to P Approach and Possible Alternatives

CEP members discussed several ideas for an alternate approach to the 30 day to P guideline, and whether any of them would be capable of preventing harmful effects of missing grades on students.

As part of our re-examination, we first discussed several different perspectives and serious concerns that have been raised regarding the 30-day to P approach. These included discussions of CEP's central mission of supporting undergraduate education, trying to prevent harm to undergraduate student education and educational progress, and recognizing that students have the right to have their work assessed by the instructor of record, according to the basis for the grade they selected, and in a timely manner. CEP also considered that faculty of record, not administrators, have primary responsibility for grading.

However, CEP also considered that there is currently no system of accountability when an instructor of record fails to submit grades, and in any given quarter, some instructors fail to provide grades even after a brief grace period and reminder from the Registrar's office. A further concern raised is that, in the case of authorized strike actions, struck work can lead to large numbers of missing grades, and that this situation involves distinct issues and complexities that do not occur when grades are not submitted for other reasons.

CEP also reviewed information provided by the Office of the Registrar and other administrative units that the 30-day time period before replacing missing grades was chosen due to the need to adhere to federal reporting deadlines for financial aid, as well as a range of negative impacts for undergraduate students that can occur when grades are not submitted promptly at the end of a quarter. These included:

- a. Financial aid eligibility and disbursement: Missing grades can delay or prevent the required quarterly review of academic progress for students on financial aid, prevent determination of eligibility, and delay aid disbursement.
- b. Veterans Benefits eligibility - Missing grades can prevent the Registrar's Office from fulfilling requirements to report grades to the VA.
- c. Graduation eligibility: Missing grades can prevent verification of degree requirements and eligibility for graduation.
- d. Transcripts: Missing grades will appear on transcripts being sent to support graduate school applications, transfers to other schools, and other uses.
- e. Major Declaration, advancement in the major, and Academic Planning: Missing grades can prevent students from declaring majors, enrolling in course that has a prerequisite or sequential order, or planning
- f. Knowledge of course failure and option for course repeat: Missing grades can prevent students from knowing that they failed a course, and from being eligible to repeat the course in the subsequent quarter.
- g. NCAA team eligibility: Missing grades can prevent students from eligibility for NCAA sports participation.
- h. Dean's Honors Eligibility: Missing grades can prevent students from eligibility for [Dean's Honors](#).

- i. Enrollment in UC On-Line courses, part-time enrollment, and enrollment over 19 units may be affected.

A more detailed account of the issues is provided in APPENDIX II.

APPENDIX II. Timeline of Reporting Deadlines and Potential Harmful Impacts of Missing Grades on Students

As part of its review of the missing grade policy, CEP considered the range of potential serious harms to students and their education in the areas of financial aid, veteran benefits, major declaration, progression in the major, satisfactory academic progress, advising, graduation, transcripts and applications for graduate school and jobs. For Fall 2022, the breadth and timeline of potential negative impacts were indicated in the following chart.

Timeline of Fall 2022 missing grade impacts

The table below represents a timeline of possible impacts of fall 2022 missing grades.

Date of impact	Impact
Immediate	Students who have missing grades and request transcripts be sent to support graduate school applications, transfer to another school, etc. will have incomplete transcripts sent. Last January, 2000+ transcripts were ordered and sent.
1/3/23 (Financial aid disbursement date)	97 (as of 1/9/23) students not meeting terms of financial aid SAP due to not having earned credits in fall do not receive their winter aid. FASO must review academic progress quarterly for students on financial aid probation. Maintaining aid eligibility in the next term is contingent on meeting the conditions of a General Plan or Detailed Academic Plan. Delays in aid disbursement and receipt of a refund check/ direct deposit to cover living expenses may result from students having grades missing.
1/9/23 (First day of instruction)	Students who wish to repeat a class in winter that they know they did not pass in fall will not be able to do so without a NP, C- or lower grade reported in the first attempt.
1/9/23 (First day of instruction)	Fall 2022 entering class (frosh and transfer) who earned <12 credits in fall are not eligible to enroll for UC Online
1/9/23 (First day of instruction)	Students may not be eligible for Dean's Honors , depending on whether grades are reported.
1/9/23 (First day of instruction)	NCAA athletes are held to eligibility criteria that includes academic progress measures to be allowed to participate.
1/9/23 (First day of instruction)	Enrollment in more than 19 credits is available to students with a 2.5 cumulative GPA or higher. Without all grades in, the GPA will not be accurate. Enrollment will be based on the GPA of reported grades.
1/13/23	Veterans Benefits - Office of the Registrar has 30 days after the grading deadline (12/14/22) to report grades to the VA. Staff will check every week to make sure the federal reporting deadline continues to be met. NOTE: We are currently being audited by the VA.
1/18/23	Deadline for majors to confirm completion of requirements for fall 2022 graduates (Registrar's deadline to complete graduation is 1/25/2023). If grades are missing, it will

	<p>be impossible to verify degree requirements. NOTE: Some students have jobs lined up that require completion of a degree (and dates to verify vary); in these cases it will be impossible to confirm.</p>
1/30/23	<p>Part-time program deadline; for students in their final quarter in winter 2023 and who wish to enroll in less than a full-time course load with a fee reduction, it must be verified that the classes they plan for winter will satisfy all graduation requirements. Missing grades in fall 2022 will in some cases make it impossible for advisors to determine this and verify eligibility.</p>
2/10/23	<p>Major declaration deadline; ~700 students (mostly fall 2022 transfer students) will reach their deadline to declare in order to continue enrollment in spring; will be impacted if MQ courses taken in fall are not graded (or in some cases, graded P/NP)</p>
2/22/23 (Spring 2023 Advising Week begins)	<p>Seniors receive no-surprises graduation check message; missing grades mean this would not be correct</p>
2/22/23 (Spring 2023 Advising Week begins)	<p>Missing grades from fall 2022 will make it difficult for students to determine which classes they need the following quarter; advisors will also not be able to determine requirements needed.</p>
3/1/23: (Enrollment opens for spring 2023)	<p>If credits were not earned for fall 2022 classes, enrollment appointments for spring may be later for some students than they would have been (enrollment appointments are scheduled based on credits earned); for students near the threshold of their upcoming class level, courses with class-level restrictions may not be available to them.</p>
3/1/23: (Enrollment opens for spring 2023)	<p>If enrollment in spring classes requires completion of a prerequisite course taken in fall, students will not be able to enroll in those follow-on courses.</p>