



POLICY AND PROCEDURE

TITLE:	"F" and "UG" Grades
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POLICY STATEMENT:

This policy establishes guidelines for Goodwin faculty members to distinguish between a standard "F" grade and an "Ungraded" grade, ensuring consistency and fairness in grading practices across the University.

PROCEDURE DETAILS:

Assigning a Standard "F" Grade

Faculty should assign a standard "F" grade when:

1. The student has completed the course and regularly participated in activities such as attending classes, logging into Canvas, and submitting assignments; nevertheless, their performance does not meet course standards
AND
2. The student did not earn the minimum grade of D-, which is required to pass a course at Goodwin.

Assigning an "Ungraded" Grade

Faculty should assign an "Ungraded" grade (UG) *when any of the following apply*:

1. The student has completed less than 60% of the required coursework, with insufficient basis for evaluating academic performance.
2. The student stopped attending classes or participating in academic activities before week seven of a 15-week course or week three of a 7-week course without officially withdrawing.

Documenting Grades

1. Faculty must clearly state the grading policy in their course syllabi, including the criteria for "F" and "Ungraded" grades.
2. Faculty should maintain a current and accurate gradebook throughout the semester.
3. Faculty should attempt to contact the student early on to determine the reason for non-participation, such as not attending classes, participating in activities, or completing assignments.
4. Faculty should be prepared to document the student's last date of academic activity to support their decision if questioned.

Appeals

Students may appeal an "F" or "Ungraded" grade through the standard grade appeal process if they believe it was assigned in error.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

- ☐ UNIVERSITY CATALOG
- ☐ STAFF HANDBOOK
- ☐ FACULTY HANDBOOK
- ☐ STUDENT HANDBOOK

DEFINITIONS:

F Grade: The grade given to a student who has completed the course but whose work does not meet the minimum standards for passing.

Ungraded Grade (UG): The grade given to a student who has completed less than 60% of required coursework or has stopped attending or participating in the course without officially withdrawing.

EXCLUSIONS:

NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Academics, Registrar, Financial Aid

HISTORY: Click or tap here to enter text.
Created January 2025

EFFECTIVE DATE:	January 2025
RESPONSIBLE OFFICE (ONLY ONE):	Academics
REVIEW DATE:	January 2025