Recommendation for the conversion of invalid grades by the Office of Admissions and Records.

EXPLANATION

Due to the elimination of the "Z" symbol in grade reporting it is necessary to establish authority for the Office of Admissions and Records in recording invalid grades. Previous procedures, as published in the 1967-69 UWM Bulletin, were as follows:

If a student stops attending classes without formally withdrawing from the University, a grade of failure will be entered on his record for each course in which he was registered, and a dropped action will be taken.

No official withdrawal will be granted during the last three weeks of classes prior to final examinations. Grades of failure will be recorded for students who leave the University during this time unless they have arranged for and are eligible to receive incompletes.

The Office of Admissions and Records will record the invalid grade by symbol on the report card. A letter of explanation to the student will follow outlining the steps possible for removing the invalidated grade. If the student fails to correct the invalidated grade in the specified time allotted the following recommendation is proposed:

RECOMMENDATION:

That the Office of Admissions and Records enter a grade of failure on the student's record for each invalid grade not corrected by the student in the time allotted for correction after due notification by letter.

ADMINISTRATIVE SECTION

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