



## **Review of the Interim University of Maryland Grading Symbols and Notations Used on Academic Transcripts Policy (Senate Document #20-21-38) Academic Procedures & Standards (APAS) Committee | Chair: John Lea-Cox**

The Senate Executive Committee (SEC) and Senate Chair Dugan request that the Academic Procedures & Standards (APAS) Committee review the interim University of Maryland Grading Symbols and Notations Used on Academic Transcripts Policy (III-6.20[A]).

Specifically, it asks that you:

1. Review the Amendment to the University of Maryland Grading Symbols and Notations Used on Academic Transcripts Policy ([Senate Document #20-21-32](#)).
2. Review the interim University of Maryland Grading Symbols and Notations Used on Academic Transcripts Policy ([III-6.20\[A\]](#))
3. Review Big10 and other peer institution information regarding Pass minimum grade equivalents.
4. Review the attached memo from the Office of the Registrar requesting a correction to the “W” description.
5. Consult with a representative of the Office of the Senior Vice President & Provost.
6. Consult with a representative of the Office of Undergraduate Studies.
7. Consult with a representative of the Office of the Registrar.
8. Consult with a representative from the Division of Information Technology.
9. Consider the impact of the amendment to change the Pass minimum grade equivalent from a D- to a C- on the undergraduate student experience.
10. Consider whether the description of a “W” should be revised to reflect the long-standing practice of when a “W” is applicable.
11. Consider whether there are any unintended consequences related to the recent amendment to change the Pass minimum grade equivalent from a D- to a C-.
12. Consult with the Office of General Counsel on any proposed policy revisions.
13. If appropriate, recommend whether additional guidance or revisions to associated policies or guidelines are necessary as a result of the recent revision to the University of Maryland Grading Symbols and Notations Used on Academic Transcripts Policy.

14. Recommend whether a C- as the Pass minimum grade equivalent is appropriate, and recommend whether any revisions to the University of Maryland Grading Symbols and Notations Used on Academic Transcripts Policy are necessary.

We ask that you submit a report to the Senate Office no later than **November 5, 2021**. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachment



## MEMORANDUM

To: Laura Dugan  
Chair of the University Senate

From: Adrian Cornelius   
University Registrar

Date: February 25, 2021

Re.: **Request for Additional Amendment to Grading Symbols and Notations Used on Academic Transcripts Policy**

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Upon reviewing the university's [Grading Symbols and Notations Used on Academic Transcripts Policy](#) (III-6.20(A)) to ensure the appropriate operationalization the "Pass/Fail" portion that was approved on an interim basis starting this Spring 2021, the Office of the Registrar came across an error (most likely a typo) in another portion of the Grading Symbols Policy that needs to be corrected. This relates to the "W" grading symbol.

The current description for the "W" grading symbol says:

*W - Used to indicate withdrawal from a course **by** the end of the schedule adjustment period. This is not included in computation of cumulative average.*

The correct verbiage ought to be:

*W - Used to indicate withdrawal from a course **after** the end of the schedule adjustment period. This is not included in computation of cumulative average.*

As highlighted in red above, this request for correction relates to one word in the description of the "W" symbol, i.e. changing "by" to "after."

The university's student records and academic transcripts have been reflecting the "W" symbol for course drops after the schedule adjustment period for decades and this practice is correctly articulated in our [AcademicCatalog](#) and in other resources on the [Office of the Registrar](#) website.

Moreover, our students don't receive (and never have received) a "W" symbol on their record when they drop a course by the end of the schedule adjustment period.

Given that the APAS is currently in deliberations on the "Pass/Fail" portion of (III-6.20(A)), I would like to recommend that an amendment to the description of the "W" symbol be added to the current charge to correct this decades-old "typo." There is no impact beyond the one-word change in the policy, as all of our practices, systems coding, and stakeholders' understanding that the "W" symbol happens after schedule adjustment are aligned with this requested correction, as is clearly articulated in all our other guiding documentations.

Thank you very much for your kind consideration of this request.