

The College of Liberal Arts and Sciences  
The Undergraduate Educational Policy and Curriculum Committee

**Minutes**

240 SH

April 20, 2023

*Attending:* Jill Beckman, Asha Bhandary, Roxanna Curto, Jennifer Eimers (staff), Alan Huckleberry, Erin Irish, Cinda Coggins Mosher, Jan Wessel, Jenna Yang

*Absent:* Melissa Bates, Cornelia Lang (chair), Christine Shea

1. The minutes from April 13, 2023, were approved with a minor amendment.
2. The committee reviewed a final draft of revisions to the CLAS [Grading Guidelines](#). After additional discussion and an amendment, the guidelines were unanimously approved.
3. The committee continued discussion on clarifying grading procedures. They agreed that Departmental Executive Officers (DEOs) should have primary responsibility for review and submission of all departmental course grades except in emergency situations. Expanded directions on the procedure and circumstances for [changing a previously submitted grade](#) were also supported, as were some guidelines for DEO review of grades.

They next discussed how grades in CLAS courses are assigned in [P/N grading](#). Unlike in Spring 2020 when the University allowed P/N grading in all courses and instructors submitted letter grades that were automatically assigned P if C- (minus) or higher and N if D+ or lower, in a typical semester a student who chooses P/N grading would be assigned a P or N, not a letter grade, at the end of the term. (P grades earn credit toward graduation whereas N grades do not. Neither affects a student's g.p.a.) After discussion, the majority of members were in favor of continuing to recommend that grades of C- and higher be assigned a grade of P and grades of D+ and lower be assigned a grade of N. This scale supports consistency in the way P or N grades are assigned across CLAS courses.

These grading procedures will be updated on the [CLAS Teaching Policies and Procedures](#) page in the coming weeks.

4. The committee returned to a [February](#) discussion on [independent study policies](#). The committee recommended no changes to the policies. The discussion focused on the possibility of a workflow form and a process for independent study contracts, which students would initiate and then send to the faculty supervisor, who would send it to the DUS or DEO. Departments would be responsible for keeping contracts as documentation of the quality of the credits awarded for independent study hours.
5. Adjournment of meeting

Respectfully submitted,

Erin Irish  
Associate Professor, Biology  
Secretary, UEPCC