

The below policy changes have been approved by the Council on Undergraduate Academic Affairs and Advising (CUAAA), as well as the Unified Academic Policy Committee (UAP). Please note that both committees include an Associate Dean of Undergraduate Affairs from each academic unit with undergraduate degree programs; CUAAA also has representation from advising, student services, athletics, student success and other student serving offices.

Final Exam Policy

<https://catalog.louisville.edu/undergraduate/university-wide-unit-specific-policies/final-examinations/>

Current wording in UofL UG catalog

Comprehensive final examinations may be administered only on the date and time prescribed in the online university final exam schedule.

Comprehensive examinations may not be given on the last regular day of class or during the reading period. No mandatory activities or assessments of any kind may be scheduled during the reading period. Examinations which cover a limited portion of the coursework may be given during the last regular class period. Students must be notified of the type of examinations to be given in the course as well as each examination's percentage of the course grade. This information, along with scheduled dates and times, should be included in the course syllabus.

The comprehensive final examination in a course should be given as scheduled and not at other times, even if the faculty member and all students in a course agree to such a change. However, students who have more than two exams in one calendar day, or two examinations at the same time, may reschedule. Students should contact the instructors as early in the semester as possible, no less than one week prior to the last class meeting, to resolve any scheduling issues.

If a resolution cannot be reached, students should contact their advising center. The dean's office is responsible for enforcing the final exam policy and resolving any conflicts or issues.

CUAAA and UAP approved wording

For courses offered the full length of the term, comprehensive final examinations must be administered only on the date and time prescribed in the university final exam schedule. For courses offered less than the full length of the term (e.g. 5 week or 8 week Fall/Spring courses), comprehensive final exams may be given on the last day of class.

Comprehensive examinations may not be given on the last regular day of class or during the reading period. No mandatory activities or assessments of any kind may be scheduled during the reading period. Examinations which cover a limited portion of the coursework may be given during the last regular class period. Longer final cumulative assessment instruments may be assigned at any time but must be completed by the date and time prescribed in the university final exam schedule. Students must be notified of the type of examinations to be given in the course as well as each examination's percentage of the course grade. This information, along with scheduled dates and times, should be included in the course syllabus.

A student with more than two final examinations scheduled on any one date or for whom two examinations have been scheduled for the same time should speak with their instructors about possible alternate examination times. If no resolution can be found, the student should consult with their advisor who will ensure that the student's examination for the class with the lowest total enrollment is

rescheduled. Students must request this rescheduling from the appropriate instructor in writing at least two weeks prior to the scheduled examination.

Comprehensive final exams in distance education (fully online) courses may be given at any time during the university final exam period. Please note, online final exams in distance education courses should be conducted asynchronously.

Brief description of reason for proposed change

Current policy is too ambiguous and puts burden on students and advisors. Also clarifies expectations for online courses.

Units affected

All units would be required to adhere to this policy when a conflict occurs (two more exams at same time, more than two final exams on the same day).

Class Attendance

<https://catalog.louisville.edu/undergraduate/university-wide-unit-specific-policies/class-attendance/>

Current wording in UofL UG catalog

The academy requires student participation in the learning process, measurement of student progress, and the fulfillment of basic course requirements. Faculty members will provide students in their classes with clear syllabi, including attendance requirements and dates for required measurements or field experiences. Attendance policies should allow excused absences for university-sanctioned events. Although each college, school, or academic unit of the University of Louisville creates its own regulations concerning class attendance, all units hold students responsible for materials covered, lectures given, papers due, exams scheduled, or other evaluative measures administered.

Because the university recognizes that educational experiences extend beyond the classroom and campus, faculty must be flexible with students acting as official representatives of the university or participating in university-sanctioned events or activities that require absence from class. A university sanctioned event or activity shall be one in which a student represents the university to external constituencies in academic or extra-curricular activities. These include but are not limited to student government congresses, intercollegiate athletic and debate contests, music competitions, academic meetings, and conferences. The deans, the student government association, or faculty sponsors of recognized student organizations may petition the provost to designate other specific events as university sanctioned.

When students' participation in university-sanctioned events or activities requires them to be absent from a class (or classes) during which an examination or other measurement of academic progress is scheduled, faculty will provide students with opportunities to be evaluated at other times and by comparable alternative evaluation methods within a reasonable period of time before or after the absence. Students are responsible for material covered or work assigned in any class for which they have been provided an excused absence.

CUAAA and UAP approved policy and wording. Change heading to "Class Attendance and Excused Absence" policy (from Class Attendance)

Students shall not be penalized for an excused absence.

The academy requires student participation in the learning process, measurement of student progress, and the fulfillment of basic course requirements. Faculty members will provide students in their classes with clear syllabi, including attendance requirements and dates for required measurements or field experiences.

Except where prior notification is required (major religious holidays and University sponsored trips), students missing any graded work due to an excused absence bear the responsibility of informing the instructor about their excused absence within one week following the period of the excused absence, and of making up the missed work. The instructor shall give the student an opportunity to make up the work and/or exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

The instructor shall provide the student with an opportunity to make up the graded work (e.g., quiz, exam, homework, etc.). The make up work may take a form other than the work accomplished during the missed time period but must provide equal opportunity to demonstrate mastery of course content and be counted equally in final grade calculations.

- Students, as required by the course syllabus, should submit documentation from an official entity (e.g. health care provider) to their course instructors to excuse their absence(s).
- If the reason for the absence involves a religious observance or a University sponsored trip, the student must inform the instructor prior to the trip when possible.
- Students missing any graded work due to an excused absence bear the responsibility of informing their Instructor about their excused absence as soon as possible, and must do so within one week following the period of the excused absence.
- Students are responsible for material covered or work assigned in any class for which they have been provided an excused absence.
- Some experiential learning that involves third party sites or partners (ex: clinical experiences) may not be feasible to make up during the same semester. In these cases, a student should be awarded an Incomplete (I) grade and allowed to complete the required experiential component during the following semester.

Excused Absences Requiring Prior Notification

University Sponsored Activities

For students acting as official representatives of the university or participating in university- sanctioned events or activities. These include but are not limited to student government congresses, intercollegiate athletic and debate contests, music competitions, academic meetings, and conferences. The deans, the student government association, or faculty sponsors of recognized student organizations may petition the provost to designate other specific events as university sanctioned.

When feasible, the student must notify the Instructor of Record prior to the occurrence of such absences, but in no case shall such notification occur more than one week after the absence.

Instructors of Record may request formal notification from appropriate university personnel to document the student's participation in such activities.

Major Religious Holidays

Students who observe work-restricted religious holy days must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate students' request(s) for adjustments in course work on the grounds of religious observance, provided that the student(s) make such request(s) in writing at least two (2) weeks prior to anticipated absence. See the [University Policy on Work-Restricted Religious Holy Days](#). A calendar of work-restricted religious holy days is published each year by the Office of Institutional Equity.

Excused Absences with Post-absence Notification

Illness

Illness of the student or serious illness of a member of the student's household (permanent or campus) or immediate family shall be considered an excused absence. The Instructor of Record shall have the right to request appropriate verification if so noted in the syllabus.

The term "illness" includes mental as well as physical illness. The standard of verification for illness that an instructor requires shall be equally stringent for physical and mental illness. For example, if a note from University Health Services that **the student sought care from a health provider** is considered to be acceptable verification, then a note from the Counseling Center that the illness of the student is sought care shall likewise be considered to be acceptable verification.

Death in Family

The death of a member of the student's household (permanent or campus) or immediate family. The Instructor of Record shall have the right to request appropriate verification if so noted in the syllabus. For the purpose of this rule, immediate family is defined as spouse or child or parent (guardian) or sibling (all of the previous include steps, halves and in-laws of the same relationship); and grandchild or grandparent.

Excused Absences for Other Long-term Commitments:

Pregnancy, Childbirth, or Related Conditions

The benefits and services provided to students affected by pregnancy shall be no less than those provided to UofL students with temporary medical conditions. Pregnancy in and of itself is not considered a disability; however, some conditions arising from pregnancy (e.g. hypertensive preeclampsia, gestational diabetes) may constitute disabilities that necessitate reasonable academic, and/or extracurricular accommodations. Students with pregnancy-related disabilities, like any other student with a disability, are entitled to academic adjustments or auxiliary aids and services in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504), and may seek assistance from the Disability Resource Center (DRC) in that regard.

Students with new parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities may request reasonable academic modifications appropriate to their circumstances through an interactive process initiated by the student with the Dean of Students (DOS) office (SAC-W301, 502.852.5787, advocate@louisville.edu).

See the [Student Pregnancy Accommodation Policy](#) in the UofL Policy and Procedures Database.

Military Duties

Military Duties are an acceptable cause for an excused absence.

Short absences (less than 30 days)

Military students (including those in the Reserves or the National Guard) may have required military activities which cause the student to be absent from class for a short period of time (typically 2-3 weeks once a year).

- Once a student is aware of a call to duty, the student shall provide a copy of the military orders to the Center Military Connected Students (CFMCS) at milconstu@louisville.edu. The student shall also provide the CFMCS with a list of their courses and instructors.
- On behalf of the student, the CFMCS will notify each instructor of record via Department Letterhead as to the known extent of the absence.
- The Instructor of Record shall not penalize the student's absence in any way and to the extent possible shall provide accommodations and timeframes so that the student can make up missed assignments, quizzes, and tests in a mutually agreed upon manner.

Long Absences (30 days or more)

In the case of a longer activation or deployment, the student should consult with their academic advisor and the Center Military Connected Students (CFMCS) for coordination with instructors to determine the best course of action based on the length of absence and percentage of the term completed.

See the Military Program Integrity Policy in the UofL Policy and Procedures Database; specifically the sections on Withdraw Requirements, Readmission Requirements, and Termination of Readmission Eligibility.

Jury Duty or Subpoena for Court Appearances

The University respects the need for all citizens to serve on a jury when called to duty. If a student serves as a juror, class absences will be considered excused when the student provides advance notice to the instructor, the instructor acknowledges the request and the student provides written verification of jury selection and proof of service.

Any potential student juror may notify the court of conflicts or undue hardship and request an excuse from service. The individual student must make the decision as to whether jury service will present an undue hardship and then take the affirmative action to request to be excused from service, and may need to provide a written explanation to the court. If a student does not request to be excused and is selected to serve, the student may miss a prolonged period of time resulting in the inability to complete the academic requirements of classes.

Brief description of reason for proposed change

Current policy only addresses one type of excused absence; university-sanctioned events. Specifically identifying other types of excused absences will provide consistency to students.

Units affected:

All units would be required to adhere to this policy; this policy would supersede current university policy.

Pass/Fail Grading

<https://catalog.louisville.edu/undergraduate/university-wide-unit-specific-policies/pass-fail-course-policy/>

Current wording in UofL UG catalog

Undergraduate students in good academic standing may enroll in one undergraduate course each semester on a pass/fail basis, provided that the course is not used to meet a general education requirement, a programmatic requirement at either the degree program or college level, a prerequisite requirement for admission to a degree program, or a foreign language requirement for a degree program. If the course is letter-graded, the instructor's agreement (signature) must be secured by students for pass/fail grading to be applied to the course, and the student's enrollment unit must approve the request.

Courses completed on a pass/fail basis will not be assigned any quality points, but credit will be given if the grade assigned is a P. If the grade assigned is F, it will be calculated as such in the student's grade point average. No letter-grade equivalent for a P grade will be assigned or reported.

No changes from letter grade to pass/fail, or vice versa, may be made after the university deadline to withdraw from a course.

This policy will not apply to courses taught only on a pass-fail basis, such as some internship and field experience courses.

CUAAA and UAP approved policy and wording. Change heading to "Pass/No Credit Grading" policy (from Pass/Fail Grading)

Undergraduate students in good academic standing may enroll in one undergraduate course each term on a pass/no credit basis, provided that the course is not used to meet a credential (degree, minor, certificate) programmatic requirement, a general education requirement, a foreign language requirement, or a prerequisite requirement for admission to a degree program. Student elections to pass/no credit grade types will not be visible to instructors who will report a letter grade on the final grade rosters. Students are strongly encouraged to talk with their advisors to make sure the class they want to take pass/no credit is not needed to meet any degree requirements.

Courses taken Pass/No Credit are not included in the student's GPA calculation. Credit hours will be given if a Pass (P) grade is recorded. No letter-grade equivalent for a P grade will be assigned or reported.

No changes from letter grade to pass/no credit, or vice versa, may be made after the university deadline to withdraw from a course.

This policy will not apply to courses taught only on a pass-fail basis, such as some internship and field experience courses.

Brief description of reason for proposed change

Current policy penalizes (i.e. lowers GPA) unsuccessful completion of the course but does not reward successful completion of the course. New policy allows students to explore new academic areas without potential penalty.

Units affected:

All units would be required to adhere to this policy.

Graduation with Academic Honors

<https://catalog.louisville.edu/undergraduate/university-wide-unit-specific-policies/graduation-academic-honors/#universitypolicies>

Current wording in UofL UG catalog

University Policies: Graduation with Academic Honors

Baccalaureate degree students who have earned a minimum of 60 hours of letter-graded (i.e., not Pass/Fail) degree credit in residence at the University of Louisville will be eligible for consideration to graduate with honors. Students who have re-entered the university under the fresh-start policy must have earned at least 60 letter-graded credit hours since their return to be considered for academic honors.

Commencement programs will list eligible students as “Candidates for Honors” based on their having earned both undergraduate and program grade point averages of 3.5 or higher prior to the semester preceding graduation. Final determination of a student’s eligibility to graduate with academic honors will be based on the student’s standing upon completion of the degree. The name of the honor is decided by the unit.

Minimum criteria for honors are as follows:

- Cum Laude or Honors: 3.50 undergraduate and program grade point averages
- Magna Cum Laude or High Honors: 3.75 undergraduate and program grade point averages
- Summa Cum Laude or Highest Honors: 3.90 undergraduate and program grade point averages.

In addition to these minimum criteria, units may specify additional requirements for grade point averages and additional work such as honors projects or honors theses. Students should consult their advisor concerning eligibility and requirements for graduation with academic honors. The dean’s office will make any final decisions concerning eligibility.

Students who were admitted to the University Honors program may be eligible to graduate as an Honors Scholar. Students who complete the necessary coursework with the required GPA will earn the designation of University Honors Scholar on both their transcript and diploma. Students who earn this distinction are awarded a medal and recognized at an awards ceremony prior to university commencement.

CUAAA and UAP approved policy and wording. Change heading to “Graduation with Academic **Accolades**” policy (from Graduation with Academic Honors)

Baccalaureate degree students who have earned a minimum of 60 hours of letter-graded (i.e., not Pass/No Credit) degree credit in residence at the University of Louisville will be eligible for consideration to graduate with academic **accolades**. Students who have re-entered the university under the fresh-start policy must have earned at least 60 letter-graded credit hours since their return to be considered for academic **accolades**

There are three categories of academic **accolades** upon graduation from a Baccalaureate degree program: recognition based on GPA, recognition based on successful completion of the University

Honors or Honors Scholars program, and successful completion of a unit or department recognition program such as a thesis or project.

- Minimum criteria for University academic **accolades** based on GPA:
 - **Cum Laude:** 3.50 undergraduate and program grade point averages
 - **Magna Cum Laude:** 3.75 undergraduate and program grade point averages
 - **Summa Cum Laude:** 3.90 undergraduate and program grade point averages.
 - This recognition will appear on the student’s transcript and diploma.
- Minimum criteria for academic accolades based on successful completion of the University Honors or Honors Scholars program:
 - Students admitted to the University Honors program may be eligible to graduate with **University Honors**. Students in the University Honors program who maintain a 3.35 cumulative UofL GPA, successfully complete three 3-credit Honors courses within their first four (full-time) semesters in the Honors program, and who successfully complete a minimum of 15 credit hours of Honors courses, will earn the recognition of **University Honors** on their transcript.
 - Students admitted to the University Honors Scholars program may be eligible to graduate as a **University Honors Scholar**. Students in the University Honors Scholars program who maintain a 3.50 cumulative UofL GPA and complete an Honors-approved academic plan, focused on interdisciplinary Honors seminars and including a minimum of 24 credit hours in Honors coursework, will earn the recognition of **University Honors Scholar** on their transcript and diploma.
- Minimum criteria for academic accolades based on successful completion of a degree program recognition requirement such as a thesis or project:
 - Some degree programs allow students to graduate with Distinction upon successful completion of a thesis, paper, or project. These students will earn the recognition of **<Program Degree> Distinction** on their transcript and diploma.

A student may earn academic accolades from more than one of the above categories.

Note: The requirements for College/School/Department distinction will be included in the UG catalog. The catalog wording for these requirements needs to be cleaned up. I will work directly with the College/School/Department to revise their wording for College/School/Department distinction.

Brief description of reason for proposed change

Currently each academic unit is allowed to determine the name of the university honors. Some units (A&S, CEHD, Nursing) use the Latin honors, while others (CoB, SSoE) use “Honors/High Honors/Highest Honors.” Current policy uses the term ‘Honors’ to mean a variety of different academic standings (i.e. member of Honors program vs students with high GPAs vs Degree Program honors). The recommended policy introduces a standard, distinct naming convention to be used for all UofL UG students.

Units affected:

All units would be required to adhere to the minimum guidelines of this policy.
 Unit/Department/program faculties may vote to add *additional* requirements in order to merit
 “Distinction”. This would impact A&S primarily.

Sample websites with benchmark graduation honors policies: University
 of KY

- University Honors
 - Summa Cum Laude: $\text{GPA} \geq 3.8$
 - Magna Cum Laude: $3.6 \leq \text{GPA} < 3.8$
 - Cum Laude: $3.4 \leq \text{GPA} < 3.6$
- Departmental Honors
- Lewis Honors Program completion on transcript

University of Cincinnati

- University Honors (Latin Honors)
 - Summa Cum Laude: $\text{GPA} \geq 3.9$
 - Magna Cum Laude: $3.75 \leq \text{GPA} < 3.9$
 - Cum Laude: $3.6 \leq \text{GPA} < 3.75$
- Unit/departmental honors
 - With Honors
 - With High Honors
- University Honors Program completion appears on transcript

NCSU

- University Honors
 - Summa Cum Laude: $\text{GPA} \geq 3.75$
 - Magna Cum Laude: $3.5 \leq \text{GPA} < 3.75$
 - Cum Laude: $3.25 \leq \text{GPA} < 3.5$

UNC

- University Honors
 - With Highest Distinction $\text{GPA} \geq 3.8$
 - With Distinction $3.5 \leq \text{GPA} < 3.8$
 - With Highest Distinction $\text{GPA} \geq 3.8$ & senior thesis
 - With Distinction: $3.5 \leq \text{GPA} < 3.8$ & senior thesis

Syracuse

- University Honors
 - Summa Cum Laude: $\text{GPA} \geq 3.8$

- Magna Cum Laude: $3.6 \leq \text{GPA} < 3.8$
- Cum Laude: $3.4 \leq \text{GPA} < 3.6$
- Departmental distinction