SUBJECT: Change of Grade for -798 and -898 Course Work

1. Purpose

   This policy and its procedures set forth University standards for documenting faculty assigned grades for graduate courses with the designation XXX-798 and XXX-898.

2. Policy

   a. Courses with the designation XXX-798 and XXX-898 are thesis and dissertation credits which are required for completion of master’s degrees, option A, and doctoral degrees, respectively. Often these courses are graded in a manner that delays awarding a satisfactory grade until the student has completed all degree requirements. Students typically enroll in these courses for multiple semesters under the supervision of multiple instructors, causing requests for individual grades changes from instructors to be time-consuming and difficult for instructors, students, and staff. This policy and its procedures set forth the protocols for efficient documentation of final grades for such courses as awarded upon course completion.

   b. In accordance with SDBOR Policy 2:10, grades of I (Incomplete), NP (Normal Progress), IP (In Progress), and NR (Not Recorded) awarded to thesis/dissertation coursework will be changed to ‘S’ (satisfactory) upon completion of all other degree requirements.

   c. Completion of course work with the -798 or -898 suffix will be confirmed by:

      i. Documented completion of all oral and written comprehensive examinations and/or final oral examinations/dissertation defenses, including the instructor assigned grade; and

      ii. Documented deposition of theses or dissertations with the University.

   d. Upon notification that the course requirements have been met by documented completion of all examinations and/or defenses and deposition of the theses or dissertation, the final grade will updated without additional action by the instructor.

   e. Course work with the -798 or -898 suffix awarded a ‘U’ (unsatisfactory) must be changed by standard processes.
3. Procedures
   
a. The University offices of the Registrar and Graduate School which are responsible for graduate degree verification and student records will carry out this policy.

4. Responsible Administrator
   
The Vice President for Academic Affairs, or designee, is responsible for the annual and ad hoc review of this policy and its procedures. The University President is responsible for approval of this policy and modifications to this policy.

SOURCE: Approved by President on 04/28/2015.