

## Academic Forfeiture

When a student's performance on an assessment in any given course falls below standard, one of two things may result: either the student may become ineligible until the work reaches a required standard or the student will forfeit the grade for the assessment.

This document addresses the second possibility: Academic Forfeiture.

Academic forfeiture arises from a student's performance in what is called the "formative" area of a course. In all MS and US courses, formative assessments serve as "practice" in order to develop skills needed to perform well on such major assessments as quizzes, tests, papers, projects, and exams. Homework and assignments in Moodle are typically considered "formative" and may account for no more than 30% of the overall course grade.

Academic forfeiture happens when a student's performance on any given formative assessment falls below a baseline standard of 70% and the student has not met the standard by a date stated by the instructor.

Before this happens, these steps need to have taken place:

1. The student's performance on a given assessment was below a baseline standard of 70%.
2. The teacher entered an "M" in the gradebook for the assessment and gave a comment that identifies the assessment as "formative" and the date due to avoid forfeiture.
3. The teacher assigned a "Preparedness" score of "2B" in the weekly "CAP" scores given in each course. This indicates that forfeiture may happen the following week.
4. The student and parent received an email about this assessment and due date via PA's auto-generated messaging system, which identifies the course and instructor. Auto-generated emails are sent at 4:00 pm daily. This message will arrive no fewer than seven days prior to the due date to avoid forfeiture.
5. The student either did not complete the assessment or did not meet the necessary standard by the due date given.
6. The teacher assigned a "Preparedness" score of "1B" in the weekly "CAP" scores given for the course.

When the student and parent(s) receive the auto-generated email, they need to locate the item in NetClassroom (by finding the "M" responsible for the message). Next, the student needs to work directly with the teacher within the next week to address the assessment.

When the student meets (or exceeds) the standard, the teacher will change the grade for the assessment. If this assessment was a retake, or was subject to late penalties, the maximum score for the assessment will be 70%. If it was neither of these, the teacher determines whether the maximum value will be 70% or higher. If the student forfeits the grade altogether, the teacher will change the M to whatever grade pertains to the status of the assessment. For example, if it was never turned in, a zero may result; if it was at 60%, then the teacher will enter that grade for it.

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