

DOCUMENT 3: HOW CURRENT POLICIES WERE CONSOLIDATED

I. ACA-66, Grading system and implementation procedures.

Grading System

The current grade code for Indiana University is:

- A = Highest passing grade
- B
- C
- D
- F = Failed
- FN = Failed/Non-Attendance [see a) below]
- FX = Failed/Retaken [see b) below]
- I = Incomplete
- R = Deferred grade [see c) below]
- S = Satisfactory [see d) below]
- W = Withdrawn [see e) below]
- P = Passed [see f) below]

a. FN (Non-Attendance) Policy. This grade is used to indicate failure due to student non-attendance in class, and will provide a distinction between an “F” grade awarded for failing performance and an “FN” grade assigned for non-attendance in compliance with the 1953 Faculty Council policy stating that “failure to complete a course without an authorized withdrawal will result in the grade of ‘F.’” When an “FN” grade is assigned, an “F” will appear on the student’s transcript. The “N” portion of the “FN” grade and the last attendance date will be retained on the student’s record as internal notations only.

b. FX (Failed/Retaken) Policy. Any undergraduate who has retaken a course previously failed shall have only the second grade in that course counted in the determination of his or her grade-point average. The student’s transcript shall record both grades. Any grade-point average calculated in accord with this policy shall be marked with an asterisk denoting that an F grade has been replaced by the grade in the course when taken subsequently.

Validity and limitations

- a. The FX Option is honored by all undergraduate schools and divisions on all Indiana University campuses.
- b. A student may exercise this FX Option for no more than three courses, totaling no more than 10 credits.
- c. A student may use the FX Option only once for a given course.

To ¶ B

To ¶ C-1.

To ¶ C-4, changed to extended X.

To ¶ C-3.

To ¶ C-5

To ¶ C-6

To ¶ C-7.

To ¶ C-8

To ¶ C-1 and revised.

To ¶ C-4, changed to extended X to replace any grade and revised.

FX Procedures

To ¶ C-4, continued..

a. Upon successful completion of the repeated course, the grade of FX will replace the grade of F that the student originally received in the course. The FX will be defined in the transcript explanations as representing an F grade in a course that has been removed from GPA calculations by a subsequent retaking of the course.

b. The policy pertains only to undergraduate students.

c. Although the policy went into effect the first semester 1976–77, undergraduate students may repeat courses in which they received an F at any time prior to that semester.

d. The policy of re-enrollment pertains only to a course in which an F was previously received.

e. The grades of WF and F (under the P/F option) are considered the same as an F grade.

f. In retaking the course the student must receive a regular letter grade of A, B, C, D, F, P, or S to change the original F to an FX. The grades of W, I, or NC will not qualify for removal.

g. Students who wish to repeat a course in which they received an F must secure the approval of the dean of their school or the chairperson of their division prior to repeating the course. The course in which the student re-enrolls should be the same course in which an F was previously received. Account, however, should be taken of the fact that course numbers and titles are occasionally changed.

h. After final grades for the semester have been processed, the dean's office will enter the newly-received grade on a form, approve the form, and forward it to the campus Registrar for processing.

i. Enforcement of the FX policy shall be the responsibility of the school or division which certifies the student's fulfillment of degree requirements. Problems relating to the policy shall be referred to the school dean or the administrator fulfilling the equivalent responsibility on the campus.

[NOTE: Details of the FX policy may vary from campus to campus per UFC action which gave each campus the authority to develop campus-specific policies for transcript grade representation, grade replacement, and the timing of automatic withdrawals. Several campuses (including IUB and

IUPUI) have since expanded the FX policy to other grades (A-through D-) using an option called the“Extended X Policy.”]

c. R (Deferred Grade) Policy. The grade R (Deferred Grade) used on the final grade report indicates that the nature of the course is such that the work of the student can be evaluated only after two or more terms. The grade R is appropriate in thesis and research courses in which the student’s work is evaluated when the thesis or research is completed. It may also be used at the end of the first term of a two-term course or a course that overlaps two terms if the course is announced as a Deferred Grade course in the Schedule of Classes. The grade R is appropriate only so long as there is work in progress. This procedure will assure the approval of the department and the willingness of the students to take both terms of the course before getting a grade.

At the end of the second term of a Deferred Grade course or when a thesis or research project is complete, the instructor shall submit the student’s grade for the last term on the grade sheet for that term and/or send a Removal-of-Deferred-Grade card through the office of the dean of the student’s school to the Office of the registrar. If work is interrupted due to extenuating circumstances, a special arrangement between student and instructor must be made on a term-to-term basis. If a student drops out of a course before the work is complete, the instructor must assign a regular grade for the course.

d. S/F (Satisfactory/Fail) Policy. Prior permission must be sought from the School Dean and the Vice Chancellor/Vice Provost for Faculty and Academic Affairs or equivalent to offer a course on a Satisfactory/Fail basis. The grade of S may be awarded only for such approved special courses; S and F are the only grades which maybe awarded to enrollees in such a course.

Exception: During a state of emergency, the closing of a campus, or other extraordinary circumstances for a prolonged period that affects an entire campus, an instructor may award an S grade to some or all students in a course who had enrolled in the course for letter grades. Permission of the Dean of the unit that is offering the course is required, with documented notification to the student(s), based on the determination that awarding an S rather than a letter grade will not adversely affect a student’s academic progress, status or eligibility for benefits. Each campus faculty governance organization, in consultation with the provost/chancellor and the campus registrar, shall develop procedures to implement this exception on their campus.

To ¶ C-5.

To ¶ F-2 (section on changing grades)..

To ¶ C-6.

e. W (Withdrawn) Policy. The W grade may not be recorded by an instructor unless the student has officially withdrawn from the course. See also “Grades given upon withdrawal from courses” below.

To ¶ C-7.

f. P (Pass) Policy. The grade P (Pass) is a grading option a student may elect with the approval of the student’s dean, under the procedure established by the school or division. Instructors of undergraduate students are not notified of students registering for this option; all instructors should record a regular letter grade, which if D or higher, will be changed to P when grades are processed by the Registrar. The P grade cannot subsequently be changed to a grade of A, B, C, or D.

To ¶ C-8.

Exception: During a state of emergency, the closing of a campus, or other extraordinary circumstances for a prolonged period that affects an entire campus, a student may elect to change a regular letter grade (of D- or higher) to P (Pass) with the approval of the student’s dean under the procedures established by the student’s school or division.

To ¶ C-6(c) and 8(b) and revised to distinguish S from P.

g. Instructors in undergraduate and graduate courses may use a grading system which includes plus and minus grades. The Registrar will use the following numerical equivalents in computing GPAs:

To ¶ B.

- A+ or A = 4.0
- A- = 3.7
- B+ = 3.3
- B = 3.0
- B- = 2.7
- C+ = 2.3
- C = 2.0
- C- = 1.7
- D+ = 1.3
- D = 1.0
- D- = 0.7
- F = 0.0

Implementation Procedures

1. One of the above grades must be turned in at the end of the term for each student enrolled in a course.

To ¶ E-1.

2. If a final grade roster is not received by the processing deadline published by the Registrar each term, a notation of NR will be printed for that course on all student grade notifications.

To ¶ C-11.

3. Once a grade sheet has been received by the Registrar, no grade, except that of Incomplete (I) or Deferred (R), contained thereon may be changed except with the written consent of the dean or his or her authorized representative of the college or school in which the instructor or professor is a faculty member and with a report to the faculty of the respective college or school.

4. Faculty members or instructors may request a change of a non-temporary grade such as A, B, etc., by submitting an on-line eGrade document. The document is routed electronically for necessary approvals. Campus participation varies; check with campus-specific Registrar's offices for questions about grade change submission procedures.

ACA-67. Incompletes

Circumstances Permitting Incompletes

The grade of Incomplete used on the final grade reports indicates that the work is satisfactory as of the end of the semester but has not been completed. The grade of Incomplete may be given only when the completed portion of a student's work in the course is of passing quality. Instructors may award the grade of Incomplete upon a showing of such hardship to a student as would render it unjust to hold the student to the time limits previously fixed for the completion of his/her work.

Uniform Handling of Incompletes

a. Departmental Records

Each academic unit shall maintain a record of Incomplete grades recorded in its courses. This record, completed by the instructor, should include (1) the name of the student and the student's identification number, (2) the course number, section number, and hours of credit, (3) semester and year of enrollment, (4) the signature of the instructor, (5) a brief statement of the reason for recording the Incomplete, and (6) an adequate guide for removal of the Incomplete grade (with a suggested final grade) in the event of the departure or extended absence of the instructor from the campus.

b. Removal of Incompletes

Methods. A grade of Incomplete may be removed (a) by the student completing the course within the time limit and the instructor sending the appropriate Removal of- Incomplete form to the Office of the Registrar, or (b) by the dean of the student's school authorizing the change of Incomplete to W.

To ¶ F-3 and revised.

To ¶ C-3 and revised.

Replaced by ¶ C-3(d), simplified.

To ¶ F-1 (section on changing grades).

Limits. The time allowed for the removal of an Incomplete is one calendar year from the date of its recording, except that the dean of the student's college or school may authorize adjustment of this period in exceptional circumstances. By assigning an Incomplete an instructor implicitly authorizes and requires the "I" to be changed to an "F" at the end of the appropriate time period, if that instructor does not otherwise act to remove the "I". The Registrar will automatically change the "I" to "F" at the end of the appropriate time period except when an adjustment of the period has been authorized or the student has received a degree since that date. Both the student and the instructor in whose course the student received the Incomplete will be notified of this change of grade.

To ¶ C-3 (a)-(e)

A student may not re-enroll in a course in which a grade of Incomplete has been recorded.

[To ¶C-3(a)]

The student may be denied the right to make up an Incomplete if it seems to the unit dean and the instructor that it is impractical for the student to complete the course. In this case, the student should be given the opportunity to withdraw from the course.

To ¶ C-3(f) and F-1 (changing grades)

Absence from Final Examinations
See campus bulletins and schedules of classes for more information.

Replaced by ¶ C-1.

ACA-68. Grades for credit earned by examination

When credit is earned by examination, only the grades of S and A will be used in recording. The grade of S will ordinarily be used and the grade of A will be assigned only in instances of clearly superior performance.

To ¶ C-6(b) and revised.

ACA-69. Grades Given Upon Withdrawal from Courses - Undergraduates Only

Scope: All Indiana University undergraduate students.

To ¶ C-7

A. Withdrawal During Drop and Add Period

The permanent record will not show withdrawals made during the period of Drop and Add.

B. Withdrawal During Automatic Withdrawal Period

A grade of W is given to the student who withdraws during the automatic withdrawal period of any semester or term. The grade is assigned on the date of withdrawal.

C. Withdrawal After Automatic Withdrawal Period

After the automatic withdrawal period a student may withdraw only with the permission of his or her dean. This approval is given only for urgent reasons relating to extended illness or equivalent distress. To qualify for the grade of W, a student must be passing the course on the date of withdrawal. If the student is failing, the grade recorded on the date of withdrawal will be F.

To ¶ C-7(b).

D. Absence During Last Weeks of a Semester

If a student is not in attendance during the last several weeks of a semester, the instructor may report a grade of I if there is reason to believe that the absence was beyond the student's control; otherwise, he or she shall record a grade of F. Failure to complete a course without an authorized withdrawal will result in the grade of F.

To ¶ C-1; changed to FN.

ACA-70. Grade reports.

A. Midterm Grade Reports

Faculty members are expected to give each undergraduate a written evaluation of performance as early as compatible with the nature of the course, but not later than after two-thirds of the semester or summer session has elapsed. This evidence will normally consist of a letter grade, but it could also be recorded in a different manner (e.g., written critique of a paper, written evaluation of the student's total performance). In certain types of courses such as senior or honors seminars, the evaluation might be given orally.

Replaced with ¶ D, delegating policy on mid-terms to campuses.

B. Final Grade Reports

At the end of the semester, the faculty members are provided written and/or email notice of the availability of their final grade rosters to which class grades must be recorded, approved by the instructor, and submitted to the Registrar:

Replaced by ¶ E-1.

1. Faculty members are given instructions as to how to enter and submit their grades. The electronic grade reporting system checks for permissible grades and reports apparent errors back to the instructor for immediate correction. Faculty receive an on-line confirmation when grades are submitted and an email confirmation when their grades are accepted and posted by the Registrar. Grades can be viewed after submission, but cannot be modified on-line.

Deleted. Not a policy and inconsistent with current practice.

2. These grade reports are due in the Office of the Registrar 48 hours after the final examination or last class meeting, whichever is later. If academic considerations justify such a change, each campus may elect to extend the present 48-hour examination rule to no more than 72 hours. It shall be the

Replaced by ¶ E-2.

joint responsibility of the campus Vice President/Chancellor/Provost, faculty governing body, and the campus Registrar to determine the appropriate time interval and to establish this as campus policy.

3. If grade reports are turned in after the deadline, the Registrar cannot be responsible for informing the deans and students of the late grade, and the faculty member is required to so inform them.

4. If the final grade sheet carries the grade of W or F already printed upon it when it is received by the instructor, in no case is this grade to be changed without discussion with the Registrar.

C. Posting of Grades

Generally, student grades should not be posted where they can be viewed by anyone other than the instructor and the individual student receiving the grade. When faculty members need to post the grades of students, the grades should be identified by code unique to the students in the class and not by the names of the students or other recognizable identifiers. Student social security numbers or portions thereof may not be used.

ACA-64. Academic distinction and honors

Academic Distinction

1. To graduate with academic distinction, baccalaureate and associate degree candidates must rank within the highest 10% of the graduating class of their respective degree-granting units. Additionally, baccalaureate degree candidates must have completed a minimum of 60 hours at Indiana University. Associate degree candidates must have completed at least half of the hours required for their degree at Indiana University.

2. The determination of students eligible for graduation with academic distinction will be done by degree-granting units so that students will be ranked with classmates who receive the same type of degrees.

3. Each degree-granting unit shall determine the appropriate GPA requirements for the three levels of recognition: distinction, high distinction, and highest distinction.

4. In the application of this policy, questions about ties and fractions shall be decided by the degree-granting unit. To go beyond the 10% restriction in the event of a tie should not be construed as a violation of this policy.

To ¶ E-3.

To ¶ F-3 (changing grades).

Moved to ¶ E-5 and revised

To ¶ G-1

To ¶ G-1 and simplified.

To ¶ G-2.

Deleted as redundant of § 2.

5. This policy shall apply to students first matriculating at Indiana University in the fall semester of 1983–84 and thereafter. Those who matriculated prior to that time shall be eligible for degrees with academic distinction under the guidelines which prevailed at the time of their matriculation in the degree-granting unit in question.

Deleted as no longer needed.

6. The standards recommended here are minimum standards, and any degree granting unit may adopt standards that are in excess of these.

Deleted as redundant of § 2.

Honors

Students admitted to an Honors Degree Program within an academic unit, who complete the honors degree curriculum, are awarded the degree with honors

To ¶ G-3.

ACA-71. Discussion of grading policy

The faculty of every department or division shall, for the guidance of new faculty and the mutual understanding of all, discuss regularly the practice and standards of the departmental faculty in the assessment of student performance, including academic expectations and the awarding of letter grades. A written summary of the discussion shall be filed in the office of the Vice Chancellor/Vice Provost for Faculty and Academic Affairs or equivalent.

To ¶ H. This is a Trustees resolution).

USSS-02. Military withdrawal policy.
Options for Withdrawal from Courses

Left as separate policy; linked in ¶ C-7(d)..