

DOCUMENT 2: TEXT OF NEW POLICY WITH CHANGES AND DISCUSSION QUESTIONS

ACA-66, Grading System

Scope

All academic appointees and administrators with responsibilities to assign, record, report or supervise grades.

Policy Statements

A. With the exception of those provisions that expressly apply to undergraduates only, the provisions of this policy apply to all Indiana University students.

1. Units with graduate or professional programs may adopt or modify provisions applicable to under-graduates to those programs as appropriate in consultation with the campus (for collaborative online programs, the primary instructors's campus) chief academic affairs officer and campus registrar, including but not limited to deadlines for grade submissions.
2. Nothing in this policy is intended to override accreditation standards that may require academic units to vary from its terms.

B. Except as otherwise provided in this policy, Indiana University uses a system of letter grades from A (highest) to F (failing) with plusses and minuses. The grades and their numerical equivalent used for computing GPAs are: **A+ = 4.0**, 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, D- = 0.7, F = 0.

C. Other grades

1. **FN (failed, non-attendance)**. The grade "FN" should be assigned to a student who has failed a course because of unexcused absences from classes, labs, exams, or other activities. When assigned, the instructor must also indicate the last known date of class attendance. When an "FN" grade has been assigned, an "F" will appear on the student's transcript. The "N" and date of last attendance will be retained on the student's record as an internal notation only. **A student's last date of participation in an academic activity in an online course must be documented as required in USSS-10, Unofficial withdrawal policy [link]**

Should an A+ be changed to a 4.3?

New cross-reference . Required by federal loan regs.

2. FNN (failed, never attended). The grade “FNN” should be assigned to a student who has failed a course because the student never attended a class and did not withdraw. When an “FNN” grade has been assigned, an “F” will appear on the student’s transcript. The “NN” will be retained on the student’s record as an internal notation only.

3. I (incomplete). The grade “I” should be assigned to a student who, in the judgment of the instructor, has performed at a satisfactory level during a majority of the course but has not completed all the required work by the end of the session due to hardship or other good cause that the instructor deems would make it unjust to penalize that student for not completing the required work on time. The instructor will communicate the missing course requirements, assignments, and deadlines to the student.

a. A student whose request for an Incomplete has been refused by the instructor may appeal to the principal administrator of the unit offering the course, who may approve or deny the request after consulting with the instructor about the reasons for the refusal.

b. A student has up to one year from the end of the term in which the course was taken to complete the required work to remove the “I.” This time frame may be altered for good cause with the approval of the principal administrator of the unit offering the course. During this time, the student may not re-enroll in the course.

c. At the end of the year or other period allowed, the instructor will update the “I” with a final grade. If the student has not completed the required work, has not been allowed to withdraw, or no final grade has been submitted, the campus registrar shall change the “I” to an “F.”

d. Each academic unit shall develop a procedure for maintaining a record of incomplete grades that includes the reasons it was assigned, the deadline for removing it, and a guide for its removal in the event of the absence of the instructor from the campus

e. If the instructor, in consultation with the principal administrator of the unit offering the course, determines that it is not practical for the student to complete the required work, the student may be allowed to withdraw from the course.

f. For undergraduate students only: If an undergraduate student is not in attendance during the last several weeks of the term, the instructor may report a grade of “I” if there is reason to believe that the absence was beyond the student’s control; otherwise, the instructor shall record a grade of “FN.”

4. X (retaken/replaced) (undergraduates only)

A grade may be changed to an “X” when an undergraduate student has retaken a course. The faculty governance organization on each campus shall adopt a policy allowing undergraduate students to retake a course and have the prior grade changed to an “X” consistent with these principles:

a. The “X” shall replace the original grade(s) and be recorded on the student’s transcript for the term(s) in which the course was taken the first time. The letter grade shall be recorded on the transcript for the term in which the course was retaken. The terms do not have to be contiguous.

b. The student is required to obtain the permission of the principal administrator of the unit offering the course. **The principal administrator should consult with the instructor when feasible, but the instructor’s permission is not required.**

c. The grade-replacement option may not be exercised if the original grade was assigned as a result of a student’s academic misconduct.

d. Only the grade earned on retake shall be reported on the student’s transcript and counted toward grade-point average. The previous grade(s) shall be changed to an “X” on the student’s transcript. The previous letter grade(s) shall not appear on the transcript but should be retained by the unit and the campus registrar.

Changes policy to all any grade to be replaced, not just an F, which is the actual practice throughout most of the university.

Should consultation with the PA of the student’s unit also be required?

e. Each campus policy must allow a student to exercise this retake option for any letter grade received.

f. Each campus policy must allow a student to exercise the retake option for at least three courses or courses that total 10 credit hours. Campus policies may allow students to retake more than three courses or 10 credit hours. If a student transfers between campuses with different policies, eligibility for grade replacement is determined by the policy of the campus on which the course is or was retaken.

g. The student must receive a letter grade upon retake in order to change the previous grade to an "X." The previous grade remains on the transcript if the student receives a "W" or "NC" in the retaken course.

h. The course which the student retakes should be the same course as the previous one, but need not be offered by the same instructor. Account should be taken of the fact that course numbers and titles are occasionally changed. The principal administrator of the unit offering the original course shall determine whether there is course equivalency.

i. A student may exercise the retake option for the same course more than once, but each retake counts toward the maximum courses or credit hours allowed.

Unclear under current policy.

5. R (deferred). A grade of "R" should be assigned at the end of the first term of a multi-term course, thesis or research project, to indicate that a letter grade cannot be assigned until all required work has been completed. When all required work has been completed, the instructor shall submit a letter grade covering all terms that will replace the "R" on the student's transcript. If a student withdraws during the second term of the course, the instructor shall enter a regular grade for the completed first term and the appropriate withdrawal grade for the second term.

6. S (satisfactory). A grade of “S” may be given in the following situations:

- a. To a student who has satisfactorily completed a course which was approved according to unit procedures to be offered to all students only on an S/F basis.

- b. To a student who has successfully earned course credit or satisfied an academic requirement based on an individual examination of the student’s knowledge, work or experience that was not part of a regular course. The grade of “S” will ordinarily be used and the grade of “A” may be assigned to denote clearly superior performance. The “A” will appear on the student’s transcript but shall not be used in computing GPA.

- c. During a state of emergency or other extraordinary circumstance that prevents the normal completion of a term, courses that were supposed to be graded on an A-F basis may be converted to S/F courses. The president may direct that this applies to all courses, the chancellor or provost may direct that it applies to some or all courses on a campus, or the decision may be delegated to individual units. Consultation with the appropriate faculty governance organization is required. Students must be notified of the change and be given the opportunity to withdraw from the class or, if feasible, to request an A-D grade instead of an S.

7. W (withdrawn) (undergraduates). A grade of “W” may be given in the following situations in which the student withdraws after the drop/add period.:

- a. If a student withdraws within the drop/ add period, neither the course nor a “W” shall appear on the student’s transcript.

- b. When a student has withdrawn from a course after the drop/add period but within the automatic withdrawal period.

Do we need to specify how it is approved, require a campus policy, or require approval of unit administrator?

New. Clarification.

New section added during COVID as temporary. Do we keep it?.

Should students have the option to request an incomplete?

c. After the automatic withdrawal period if the instructor determines that the student is otherwise passing the course and the student demonstrates good cause for late withdrawal. If withdrawal is denied, a student may appeal to the principal administrator of the unit offering the course, who may allow or deny the withdrawal.

d. If it was not practical for the student to complete the work required to remove an “I” and the student received permission to withdraw from the course.

e. When the withdrawal is approved under USSS-02, Military Withdrawal Policy.

8. P (pass). The grade of “P” may be given as follows:

a. Under a procedure adopted by an academic unit, a student may, with the approval of the principal administrator of the student’s unit, register to take a course graded A-F on a pas/fail basis. In the case of undergraduates, the instructor shall not be informed that the student has registered for this option. The instructor shall assign the student the letter grade earned, and a grade of D- or higher shall be converted to a P by the campus registrar. The P grade does not have GPA value and cannot be changed back to an a through D- grade.

b. During a state of emergency or other extraordinary circumstance that prevents the normal completion of a term, students may be allowed to request P/F grading in a course otherwise graded A-F. The president may direct that this option applies to all campuses, the chancellor/provost may direct that it applies to some or all courses on a campus, or the decision may be delegated to individual units. Consultation with the appropriate faculty governance organization is required. Students must be provided with a clear procedure for requesting P/F grading that includes the opportunity to appeal to the principal administrator of the student’s unit.

9. NC (non-credit). The grade “NC” is recorded by the campus registrar to a student who has successfully audited a course.

Clarifies that instructor must allow withdrawal, but student may appeal to PA. Existing policy required all W requests to be approved by the PA; this reduces the burden on the PA.

1) Do we need to say that the option must be exercised at the beginning of a course, or do we leave that to the units?

2) Do we need to specifically authorize units to consider the letter grade for internal purposes, such as eligibility to enroll in an advanced course or credit toward a major, or is it enough to say “under procedures adopted by the unit.”

Interim policy adopted during COVID. Do we keep it?

10. [Grade]* (notation indicating academic misconduct). An asterisk may be appended to any letter grade to indicate that the grade was given as a result of a student's academic misconduct. If a misconduct investigation is underway that might impact the student's grade, the student should receive an "I*." Only the regular grade will appear on the student's transcript. A grade with an asterisk may not be replaced with an "X."

11. NR (no report). The transcript notation "NR" should be entered by the campus registrar when an instructor has not submitted grades for the term by the campus deadline. It will be replaced by a letter grade when one is submitted.

12. NY (enrollment in special program). The transcript notation "NY" should be used to show enrollment in a special program for credit for which a grade has not yet been received by the registrar. It will be replaced by a letter grade when one is submitted.

D. This policy does not requires midterm grades. The faculty governance organization of each campus and unit may develop its own policy on whether midterm grades or other indications of student performance and progress are required and how they are to be reported and shared with students.

E. Submitting and posting grades

1. At the end of a term, the instructor shall submit one of the grades authorized in Section C for all students enrolled in the course in a form and under procedures established by the campus registrar.

2. The faculty governing organization for each campus shall, in consultation with the campus chief academic affairs officer and registrar, adopt a policy on when grades are due that may authorize units with graduate and professional programs to set different deadlines.

3. If a final grade roster is not received by the processing deadline the campus registrar shall enter the notation of "NR" for that course on all student grade notifications. The status of the grade roster is the responsibility of the instructor.

Already in use, but not included in current policy

Old policy said mid-term grades were required but only to give students feedback. Not feasible in many courses such as seminars, internships.

1) Do we need a university-wide deadline?

2) Should graduate/professional programs be allowed their own deadlines?

4. Grades shall be submitted to, recorded and maintained by the campus registrar. Individual academic units may also maintain grade records.

5. Student grades shall not be posted physically or electronically where they can be viewed by anyone other than the student, instructor, and university administrators.

F. Changing grades

1. A grade of “I” (incomplete) should be changed to a letter grade by the instructor after all required work has been completed. If the instructor and the principal administrator of the unit offering the course determine that it is impractical for the student to complete the required work, the student may withdraw from the course and a “W” entered, or, if feasible, be given the option of receiving a grade of “P.”

2. A grade of “R” (deferred) should be changed to a letter grade after all required work has been completed and a final grade submitted by the instructor.

3. Other than an “I” or “R,” a grade ordinarily may not be changed after it has been received by the campus registrar, except as provided in the following sections:

a. A grade may be changed if an incorrect grade was submitted by the instructor. Both the instructor and the principal administrator of the unit offering the course must approve the change.

b. A grade may be changed if the change is authorized by the campus Provost or Chancellor, or the principal administrator of the academic unit offering the course, when the change has been recommended as a remedy for a student under policies governing academic fairness, grade appeals, personal misconduct, harassment, discrimination or sexual misconduct.

Can they be released for other purposes, such as financial aid or when writing a letter of recommendation?

Because a “W” may affect a student’s academic progress, must the principal administrator of the student’s unit be consulted?

The former policy dating from 1953 required grade changes to be reported to the unit faculty. It has been deleted.

G. Academic Distinction

1. To graduate with academic distinction, students must rank within the highest 10% of the graduating class of their respective degree-granting units. 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. There are three levels of distinction: distinction, high distinction, and highest distinction. Each degree-granting unit shall determine the appropriate GPA or class rank required to graduate with high or highest distinction.

3. Academic units may establish Honors Programs and set their own criteria for the award of a degree with honors, which is not subject to this policy.

H. The faculty of every department or other unit shall, for the guidance of new instructors and the mutual understanding of all, discuss regularly the practice and standards of the department or unit in the assessment of student performance, including academic expectations and the awarding of letter grades.

I. Every campus shall have a policy on grade appeals, which may set a campus-wide procedure or may delegate it to individual academic units. Except in unusual circumstances, grade appeals must be submitted within one year from the end of the term in which the grade was entered.

J. Retention of grade records and graded materials.

1. To the extent feasible, the exams, papers, projects and other material upon which a grade is based and which were not returned to the student, shall be retained by the instructor or in a university data base for a minimum of one year..

2. Instructors shall retain their own grade books and summary grade records for a minimum of five years.

3. This policy addresses academic appointees' responsibility only and does not address whether and to what extent campus administrators should retain written or electronic records relating to student grades.

This is a Trustees' policy.

Should we set a common time limit, e.g., 1 year, for all campuses?

Current university records retention schedule says 1 year for exams.

Do we need a policy for adjuncts?

Current university records retention schedule says 5 years for "grade books."

Reason for Policy

Grading of student performances is a significant event. Because students take courses in multiple units and may transfer from one campus to another, consistency of grading standards across the university is important.

Procedures

The faculty governance organization of each campus, in consultation with the campus registrar, shall adopt a grading policy consistent with this policy. It shall include campus-specific procedures for reporting grades and shall specify whether and to what extent individual departments, programs and other units on campus may develop their own policies.

Definitions.

“Principal administrator:” The dean of a college or school, the chair of a department, the director of a program or division, their designee, or other administrator with primary responsibility for its curriculum. Unless a particular section of this policy specifies otherwise, this means the principal administrator of the unit offering the course.

“President, provost, chancellor, registrar, dean and chief academic affairs officer” includes that officer’s designee.

“Letter grade:” A, B, C, D, F, P, or S, including pluses and minuses.

“Instructor:” An academic appointee with responsibility for evaluating and assigning a grade to a student for academic work.

“Course:” Any academic activity undertaken by a student for credit, whether or not it has a course number, including internships, externships, study-abroad programs, artistic performances, and an individual examination of a student’s knowledge or experience.