

## **BL-ACA-H30. Grades and Grading (clean copy of revised policy)**

### **Scope**

All students and all units on the Bloomington campus

### **Policy Statements**

A. The provisions in this policy apply to all Indiana University students in all units, including undergraduate, graduate and professional programs, unless expressly identified as applying to undergraduates only, subject to two principles:

1. Units with graduate or professional programs may adopt or modify any provisions, including grade submission deadlines, as appropriate to their programs, in consultation with the Vice-Provost for Faculty and Academic Affairs and Registrar.
2. Nothing in this policy is intended to override accreditation standards that may require academic units to vary from its terms.

B. Indiana University-Bloomington follows the university's grading policy (ACA-66). Except as otherwise provided IUB uses a grading system from A through F with pluses and minuses. The grades and their numerical equivalent for computing GPAs are: 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) [link].

C. Other grades and transcript notations authorized by ACA-66 and approved for use at IUB are:

1. "FN" for a failing grade based on non-attendance at classes and other activities [link to ACA-66].
2. "FNN" for a failing grade based on a student having neither attended nor withdrawn from a class [link].
3. "I" (incomplete) 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 term 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." [link].
4. "X" to replace a letter grade when a student has retaken a course [link], pursuant to the procedures in section E below.
5. "R" for a student in a multi-term course, thesis or other project in which a grade cannot be assigned until after all required work has been completed [link].
6. "S" for satisfactory performance in a class offered to all students on an S/F basis, for credit earned by individual examination, or when approved by the Provost during extraordinary circumstances that prevent normal completion of a term.[link] No grade other than an S or F may be given.

7. "P" for satisfactory performance by a student authorized to take a regularly graded course on a pass/fail basis [link].

8. "W" for a student who withdraws after the automatic withdrawal period but within a time limit set by a unit, with the consent of the instructor and principal administrator of the student's unit [link].

9. "NC" for a student who has successfully audited a course [link].

10. An asterisk (\*) may be appended to a letter grade as an internal reference to indicate it was given as a result of a student's academic misconduct [link].

11. "NR" may be used by the registrar when an instructor has not submitted a grade by the deadline [link].

12. "NY" may be used by the registrar to show enrollment in a special program for which no grade has been received [link].

#### D. Bloomington campus procedures on withdrawal

1. Withdrawals during the Drop and Add period do not become a matter of permanent record and transcript unless the student withdraws from the University, in which case W's are automatically recorded by the Registrar. The Drop/Add period is the first week of classes in a unit, beginning on the first day a unit holds classes and lasting seven days. If classes are not held on one or more days during the first week because of a holiday or the cancellation of classes, the Drop/Add period is extended by the number of days classes are not held.

2. The grade of "W" (Withdrawn, passing) will be assigned automatically for drops of undergraduate courses taken for undergraduate credit as late as the Sunday after the ninth week of classes (or corresponding dates for eight-week classes).

3. After this date, the student must obtain approval from the principal administrator of the student's unit in order to drop a class and must be passing the course on the date of withdrawal. If the student is failing the course on the date of withdrawal, the instructor must assign the grade of "F."

4. If a student received an "I" and the instructor, in consultation with the principal administrator of the unit offering the course, determines that it is not feasible either for the student to complete the required work to remove the "I" or to enter a letter grade based on the work completed, a "W" may be entered.

5. A "W" may be entered when the withdrawal is approved under USSS-02, Military Withdrawal Policy [link].

#### E. Bloomington campus procedures on grade replacement

1. Students shall be allowed to replace the grade in any course unless the faculty of a unit decides that it will not allow its students to replace grades in courses required for a major, minor, certificate, honors program, or other recognition by the unit.

2. The "X" shall replace the original grade and be recorded on the student's transcript for the term 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.
3. The student is required to obtain the consent of the principal administrator of the student's unit.
4. The grade-replacement option may not be exercised if the original grade was assigned as a result of a student's academic misconduct.
5. Only the grade earned on retake shall be reported on the student's transcript and counted toward grade-point average. The previous grade shall be changed to an "X" on the student's transcript and the credit hours shall not be counted. The previous grade shall not appear on the transcript but may be retained as an internal grade by the student's unit and the campus registrar.
6. A student may exercise this grade replacement option for any letter grade received.
7. A student may exercise the grade replacement option for up to three courses or courses that total 10 credit hours.
8. 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," "I" or "NC" in the retaken course.
9. 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.
10. A student may exercise the grade replacement option for the same course more than once, but each replacement counts toward the maximum courses or credit hours allowed.
11. Enforcement of the FX policy shall be the responsibility of the school or division which certifies the student's fulfillment of degree requirements and any problems relating to the policy shall be referred to the principal administrator of that unit.
12. If an IUB student transfers to another campus with more liberal grade replacement policies, IUB will honor requests from that campus, on behalf of the student, to replace an IUB grade that may not be replaceable under IUB policy. Were the student to return to IUB for graduation, however, that course exclusion would not apply.
13. Courses repeatable with different content are not eligible for replacement under this policy unless an academic unit responsible for the course, typically a dean, chooses to permit this by means of a specific authorization procedure.
14. A student may take an equivalent graduate or Honors section of the original course to replace the original grade provided that the retaken course is proven to contain the same academic content with, at the minimum, the same or higher level of academic rigor and

expectations of learning outcomes.

15. Students who re-enroll in a course must indicate to the unit of their major or to University Division, as appropriate, their intent to apply the Extended X policy to a specific course prior to graduation.

16. A student may not request reversal after asking for and applying the GPA exclusion.

#### F. 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. Grades must be submitted within four days after the end of the term.

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

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 officials.

#### G. Changing grades

1. An "I" (incomplete) should be changed to a letter grade by the instructor after all required work has been completed. If the instructor, in consultation with the principal administrator of the unit offering the course, determines that it is not feasible for the student to complete the required work or receive a letter grade, the grade may be changed to a "W."

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. If the work is interrupted due to extenuating circumstances, a special arrangement between the student and instructor must be made on a term-to-term basis. If a student drops out of the course before the work is complete, the instructor must assign a regular grade ("A", "B", "C", "W", etc.) for the course.

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 Provost or the principal administrator of the 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.

c. For other extraordinary cause if approved by the principal administrator of the unit offering the course in consultation with the faculty.

4. Whenever a grade is changed, the registrar shall notify the principal administrator of the student's unit.

#### H. 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 and/or rank requirements for 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.

I. 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.

J. 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.

K. Every unit shall have a policy on grade appeals. Grade appeals must be submitted within one year from the end of the term in which the grade was entered.

L. 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 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.

## **REASON FOR POLICY**

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

## **PROCEDURE**

The faculty of each unit on campus, in consultation with the campus registrar, shall adopt a grading policy for that unit consistent with this policy.

## **DEFINITIONS.**

“Principal administrator:” The dean of a college or school, the chair of a department, the director of a program or division, or other administrator with primary responsibility for its curriculum, or that administrator’s designee(s).

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

“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.

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

“A through F grades” and “A through D grades” include pluses and minuses for grades A through D.

“Passing grade:” A, B, C, or D (including pluses and minuses).

“Internal” grade or notation. A record maintained by the registrar or a unit for internal purposes that does not appear on a student’s transcript.

“Year” A calendar year.

“Day.” A calendar day.