

History of EPC work:

- In the summer of 2024, a sub-group of EPC members worked on a draft policy for the EPC to consider. The sub-group was Andrea Need, Brian Winterman, Constantine Deliyannis, and Mike Carroll.
- The sub-group:  
took the text of UFC's policy, and  
made mark-up changes and inserted comments based on IUB policy.
- The EPC reviewed this draft policy in the Fall 24 semester.
- Then, EPC solicited comments from each Dean.

1. The School of Education, SPH, and Eskenazi School all stated they had no comments.
2. Nursing: "I shared this with our EAD of academics and relevant committees. There were two comments from these individuals:"

1. It is not clear why BL is proposing a new policy rather than implementation procedures.

We replied:

Thank you for this comment. EPC is proposing a BL policy to replace existing BL grading policies. UFC Policy states:

"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."

The EPC is proposing that some UFC provisions are amended to reflect campus policy while maintaining consistency with UFC policy.

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.

Comment: It is unclear what is meant by "drops out" in this situation.

We replied:

Thank you for this comment. We believe that this language is in *existing* IUB policy but is not in the *proposed new* policy.

3. O'Neill submitted about 10 comments, which were considered.
4. The College submitted about 20 comments. Andrea and Memo met with the College to discuss the comments. The EPC then considered all of the comments.

3/6/25

## IUB Policy BL-ACA H30\_Grades and Grading

ACA-66

### Scope

All Indiana University Bloomington academic appointees and administrators with responsibilities to assign, record, report, or supervise grades and all students on the Bloomington campus.

**Commented [A1]:** Adding BL campus, throughout policy.

**Commented [A2]:** Adding students. The existing BFC Scope properly refers to students, so propose keeping reference to students and the UFC language.

### Policy Statement

A. The provisions in this policy apply to all Indiana University Bloomington 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 chief academic affairs officer and registrar of the campus administering the program.~~ Different policies must be reported to the chief academic affairs officer and registrar of the Bloomington campus.

**Commented [A3]:** Letting the CAO and Registrar know so they know, but the schools or programs don't need to "consult" with the CAO or registrar. Suggested by Registrar.

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 Bloomington uses a grading system from A (highest) through F (failing) with pluses 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). An "FN" should be assigned to a student who has failed a course because ~~of unexcused absences from~~ the student stopped attending classes, labs, exams, or other activities and has not officially withdrawn. As specified in VPSS 10, Unofficial Withdrawal, wWhen an FN is assigned, the instructor must ~~also~~ indicate the last known date of class attendance and when an FN assigned in an online course, the instructor must indicate the last date of participation in an academic activity. When an "FN" has been assigned, an "F" will appear on the student's transcript. The "N" and date of last attendance will be retained in the student's record as an internal grade only. ~~A student's last date of participation in an academic activity in an online course must be documented as required in VPSS 10, Unofficial Withdrawal.~~

**Commented [A4]:** In discussion with COAS and Registrar, seems the point of this is to identify a student who stops attending ("unofficial withdrawal") rather than a student who gets an F under a syllabus policy saying a student fails if they miss x number of classes, even if they showed up for the final.

**Commented [A5]:** For clarity, putting the instructor duties together --whether in person or online class-- rather than having one sentence in the middle and one at the end of the paragraph.

2. FNN (failed, never attended). An "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" has been assigned, an "F" will appear on the student's transcript. The "NN" will be retained in the student's record as an internal grade only.

3. I (incomplete). An "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 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.

a. The instructor will inform the student of the missing course requirements and the assignments to be completed, and set a deadline for their completion, which may not exceed one year from the end of the term in which the course was taken. During this time, the student may not re-enroll in the course.

b. 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.

c. b. At the end of the period allowed, the instructor will update the "I" with a final grade.

d. c. If no final grade has been submitted within one year from the end of the term in which the course was taken, and the student has not been allowed to withdraw, the campus registrar shall change the "I" to an "F."

e. 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.

f. e. 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, the student may be:

- given assigned the a P or other letter grade earned as if the incomplete had never been assigned based on the work completed; or
- allowed to withdraw from the course if withdrawal in this circumstance is allowed under the policy of the unit offering the course if no grade is feasible.

g. For undergraduate students only: If an undergraduate student is not in attendance during the last several weeks of the term, the instructor is permitted to 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). For undergraduates only: A letter grade may be changed to an "X" when a student has retaken a course. The faculty governance organization on each campus may adopt a grade replacement policy consistent with these principles:

a. 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.

b. 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.

c. The student is required to obtain the consent to replace a grade from of the principal administrator of the student's unit no later than 24 hours after grades are due in the semester the student graduates.

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

e. 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 for the previous grade shall not be counted. The previous grade shall not appear on the transcript but may must be retained as an internal grade by the student's unit and the campus registrar.

f. A student may exercise the grade replacement option for any letter grade received.

g. A student may exercise the grade replacement option for up to three courses or courses that total no more than 10 credit hours. A campus policy may allow students to replace grades in more than three courses or 10 credit hours. If a student transfers between campuses with different policies, or takes courses on multiple campuses, eligibility for grade replacement is determined by the policy of the student's degree-granting campus.

**Commented [A6]:** Comment by and discussion with College leads to suggestion to delete the whole section. Appeals for grades go through grade appeal process. This provision adds confusion and in addition to allows administrator to overrule instructor.

**Commented [A7]:** Delete P-- does not seem to make sense. A "P" is pre-determined as an option--before the class starts. See below for "P" definition.

Based on feedback from COAS: the "based on work completed" language could result in the final grade being calculated with the missing assignments not counted as zeros. That raises concerns related to fairness to all the other students who had to complete the work, the assessment of learning, and students getting credit when they didn't complete the course.

**Commented [A8R7]:** Suggested language attempts to clarify.

**Commented [A9]:** Ensures the unit's policy on late Ws is not overridden by this provision. Follow the unit's policy.

**Commented [A10]:** Seems not needed and adds confusion. If an I applies, faculty can enter I. If FN applies, enter an FN.

**Commented [A11]:** Not needed. This policy IS IUB's grade replacement policy.

Note that in this Grade X section there are several significant differences in UFC's new language and IUB's policy.

**Commented [A12]:** This is the only place the policy calls out "the faculty" as opposed to a unit. Adds unnecessary uncertainty.

**Commented [A13]:** This ensures students aren't asking for grade X after graduating. This idea is already in IUB policy.

Changing the deadline to 24 hrs of grades being due rather than "graduation" so that there is time to calculate final GPA, and everyone is using the same day.

**Commented [A14]:** Makes consistent with "\*" below in "10"

**Commented [A15]:** NOTE: this is contrary to existing IUB policy, which states "The students' transcript shall record both grades."

**Commented [A16]:** Suggested by registrar-students may need this info for grad school.

**Commented [A17]:** NOTE IUB specifically says any letter grade below an A can be replaced and X cannot be used for S, P, W, I, R, NC.

**Commented [A18]:** Recommending that IUB should not allow more credit hours to be grade replaced.

- h. A 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.
- i. The course that the student retakes ~~should~~ must 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~~ the course is the same, there is course equivalency.
- j. 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.

k. Only courses attempted during or after the Fall 2001 term will be eligible for replacement.

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

**Commented [A19]:** Makes more sense as “must”-how can you grade replace a different course. Unit decides if course is same so there’s discretion for unusual circumstances.

**Commented [A20]:** Based on comment from COAS—equivalency is not a good word because it is a term used for many courses across campus. Grade replacement should be the same course.

**Commented [A21]:** NOTE Current IUB Policy states A student may exercise the FX option no more than once for a given course.

**Commented [A22]:** COAS asks these be added in, they are from existing IUB policy, EPC agrees.

5. R (deferred). An "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 letter grade for the completed first terms if appropriate, feasible, and a "W" for the second term.

**Commented [A23]:** There can be more than 2 terms, it seems, so removing "second".

**Commented [A24]:** Based on COAS feedback, and EPC agrees, it might be feasible but not right to do. Also, faculty don't enter Ws as we understand it.

**Commented [A25]:** From IUB policy.

**Commented [A26R25]:** <https://vpfaa.indiana.edu/policies/bl-aca-h30-grades-grading/index.html> "S" Grade The grade symbol "S" shall be added to the official grade code, this grade to mean "satisfactory," without further quality evaluation.

This grade shall be used only in certain special courses and only on permission of the Vice Chancellor/Vice Provost for Faculty and Academic Affairs or equivalent and the Dean of the School offering the course. This permission shall be obtained prior to the beginning of the course. In any course in which the grade "S" is used the only other grade permitted will be "F." Hours of credit with the grade "S" will count toward graduation but the course will be ignored in computing credit points.

(Students in Special Evening Classes at Bloomington shall be permitted to elect, at the beginning of the course, but not later, whether to receive this special grade or the regular grade.)  
(Approved: Faculty Council 2/2/54)

**Commented [A27]:** NOTE to BFC: This idea—S/F based on student knowledge, work or experience that was not part of a course—is not in IUB policy.

And, IUB policy says S can only be given if permission is obtained prior to the beginning of the course.

**Commented [A28R27]:**

**Commented [A29]:** Does not seem to make sense to have As in a S/F course. Also, IUB policy says an S is to mean satisfactory "without further quality evaluation"

**Commented [A30]:** Would BFC consider asking UFC to address S and P, which are two different letters that both mean D-, which doesn't seem to make sense.

Realizing this provision is unlikely to be used again, it's worth noting S/F created mass confusion. It resulted in D- grades meaning "Satisfactory" which seems ... [1]

**Commented [A31]:** Adding to remind people of these consequences.

**Commented [A32]:** b. language is from existing IUB policy. Registrar asks we include it. BL ACA H32

**Commented [A33]:** From existing IUB policy. Registrar asks we include it

**Commented [A34]:** Note for BFC: College suggested the faculty aren't in a position to make this decision and to delete "instructor". Majority of EPC voted to keep "instructor."

**Commented [A35]:** Units have more restrictions than time, so this just says under the unit policy. ... [2]

**Commented [A36]:** Just refers to earlier language rather than rewriting

6. S (satisfactory). An "S" means "satisfactory," without further quality evaluation and may be assigned in the following situations:

- To a student who has satisfactorily completed a course which was approved according to unit and campus procedures to be offered to all students only on an S/F basis.
- 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.
- During a state of emergency or other extraordinary circumstance that prevents the normal completion of a term, courses that were originally to be graded on an A through F basis may be converted to S/ F courses. The university president may direct that this applies to all courses, the campus 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 must be given the opportunity to withdraw from the class or, if feasible, to request an A through D grade instead of an "S."

7. W (withdrawn) For undergraduates only.

- Withdrawal from a class can have consequences for financial aid, visas, and other matters.
  - The permanent record will not show withdrawals made during the period of drop/add, (e.g., during the first week of classes during a regular semester). An exception to this rule occurs when a student withdraws from the University, in which case Ws are automatically recorded by the Registrar.
- c. A "W" may be given in the following situations in which the student withdraws after the drop/add period:
- If a student withdraws after the drop/add period but within the automatic withdrawal period, The grade is assigned on the date of withdrawal.
  - If a student withdraws after the automatic withdrawal period if allowed but within a time limit set by a unit under a policy of the student's unit policy that allows such withdrawals, with the consent of the instructor and principal administrator of the student's unit.
  - Under section C.3.e. 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.
- iv. When the withdrawal is approved under VPSS-02, Military Withdrawal.

8. P (pass). A "P" may be assigned in the following situations:

- Under a procedure adopted by a unit, a student may, with the approval of the principal administrator of the student's unit, register to take a course graded A through F on a pass/fail basis. 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 passing grade 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 through F. The university president may direct that this option applies to all campuses, the campus 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 provided with a clear procedure for requesting P/F grading that includes the opportunity to appeal the denial of the option.

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

10. [Grade]\* (academic misconduct). An asterisk ~~may~~ will be appended by the campus registrar 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 letter grade will appear on the student's transcript. A grade with an asterisk may not be replaced with an "X."

**Commented [A37]:** Also include in a Note to UFC about S/F and P/F:

Unclear how appeal works. How would students appeal president, campus decisions? How would a student appeal a unit's decision to not allow?

**Commented [A38]:** NOTE: EPC discussed the issue of adding the proposed language in the request from the Associate VP, below.

We agreed there were two routes-  
1. adopt the proposed language, or  
2. make the policy say that an "\*" will be appended to any letter grade that was given as a result of misconduct.  
EPC discussed that the latter is probably what faculty think happens.

The EPC voted in favor of option 2, as shown in the draft text.

**The EPC received this request from Cesar Felix-Brasdefer**  
Associate Vice Provost for Academic Programs.

**Asterisk Grade Notation**  
Undergraduate Academic Council (UAC)  
Tuesday, July 23

**Rationale**  
Clarification is needed to explain to faculty and instructional faculty when they should assign an asterisk (\*) on the final grade as a result of an academic misconduct violation. When the instructor files an [Academic Misconduct Report](#), they have to assign one or more sanctions for the violation, one being 'Asterisk Grade Notation.' I have contacted the Office of Student Conduct to add clarification on selecting this option, and the implications this sanction has for the student.

Suggested clarification for instructors added below  
"Asterisk grade notation"  
"You must select this option if part of your academic sanction is the academic misconduct notation on the student's academic record. The asterisk notation does not appear on the official transcript. The \* prevents the student from applying the extended 'X' policy to the grade. If you select this option, you must also mark the academic misconduct box on the final grade roster."

**Suggested revision for Educational Policies Committee (EPC), to add clarification on the implications of assigning an 'Asterisk Grade Notation.'**

**Grades and Grading**  
[ACA-66](#)

**Section C. Other grades**

**# 4 b**

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 h... [3]

11. NR (no report). An “NR” should be used 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). An “NY” should be used by the campus registrar to show enrollment in a special program for credit for which a grade has not been received by the registrar.

D. ~~This policy does not require 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.

**Commented [A39]:** Propose we delete this whole paragraph. We can't see the value of this provision for IUB.

#### D. 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 accordance with a form and under procedures established by the campus registrar.
2. Grades must be submitted within four days after the last scheduled exam of the session ~~end of the term.~~
3. If a final grade roster is not received by the processing deadline, the campus 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.

**Commented [A40]:** Propose to delete. This doesn't seem right bc C is about just the unusual grades like I.

**Commented [A41]:** Simplification suggested by College

**Commented [A42]:** More clear than end of term. Also, “end of term” can mean that grades in first 8 week classes don't need to be submitted until Dec.

#### F. Changing Grades

4. An “I” (incomplete) should be changed to a letter grade by the instructor after all required work has been completed. An “I” may be changed to a “W” under C.7.c.3. ~~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.
3. Other than an “I” or “R,” a grade ordinarily may not be changed after it has been received by the campus registrar, except in the following situations:
  - 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 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 instructor.
4. Whenever a grade is changed, the registrar shall notify the principal administrator of the student's unit.

**Commented [A43]:** Just refers to earlier section rather than restating

#### G. Academic Distinction

1. To graduate with academic distinction, students must rank at least within the highest 10% of the graduating class of their respective degree-granting units. To graduate with academic distinction, ~~B~~ baccalaureate degree candidates must have completed a minimum of 60 hours at Indiana University

**Commented [A44]:** Allows schools to set their own limits, with 10% being the max.

**Commented [A45]:** Makes sentence clearer.

~~and~~ 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 distinction, high distinction, or highest distinction. If a unit uses GPA, it must periodically review its distinction percentages and adjust the GPAs accordingly. To go beyond the 10% restriction in the event of a tie is not a violation of this policy.
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.

**Commented [A46]:** making consistent w IUB existing policy which says Each degree-granting unit shall determine the appropriate GPA requirements for the three levels of recognition: distinction, high distinction, and highest distinction. 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.

Adding the sentence about periodically reviewing the GPAs based on data that schools are not in compliance with the 10% max.

**Commented [A47]:** This is from existing IUB policy



~~H.~~ G 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.

~~F.~~ H Every ~~campus-~~ unit shall have a policy on grade appeals, which ~~may set a campus-wide procedure or may delegate it to individual academic units.~~ All ~~campus policies~~ must include the requirement that grade appeals must be submitted within one year from the end of the term in which the grade was entered.

~~J.~~ I. Retention of Grade Records and Graded Materials

- a. 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.
- b. Instructors shall retain their own grade books and summary grade records for a minimum of five years.
- c. 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 performance 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. To articulate grading policies applicable to the Bloomington campus.~~

**Procedure**

~~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**

**“A through F grades” and “A through D grades”:** Include pluses and minuses for grades A through D.

**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.

**Day:** A calendar day.

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

**Internal Grade:** A grade record maintained by the registrar or a unit for internal purposes that does not appear on a student's transcript.

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

**Passing Grade:** A, B, C, or D (including pluses and minuses).

**President, provost, chancellor, registrar, dean, and chief academic affairs officer:** Includes such officer's designee.

**Principal administrator:** The dean of a college or school, ~~the chair of a department, the director of a program or~~

**Commented [A48]:** These have been reordered alphabetically. The only new definition is "unit". Unit definition matches the wording used in definition of "Principal administrator".

division, or other administrator with primary responsibility for its curriculum, or that administrator Dean's designee(s).

Unit: for purposes of this policy, means a college or school.

**Year:** A calendar year.

**Commented [A49]:** College suggestion to avoid confusion over who controls what decision

## **END OF DRAFT**

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### **BL ACA H32**

#### **Scope**

All undergraduate students on the Bloomington campus.

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#### **Policy Statement**

##### **Withdrawal During Drop and Add Period**

The permanent record will not show withdrawals made during the period of Drop and Add. An exception to this rule occurs when a student withdraws from the University, in which case W's are automatically recorded by the Registrar.

*(Approved: UFC 10/15/74; Administrative Practice)*

##### **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.

*(Administrative interpretation of action by Faculty Council 5/18/65)*

##### **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.

*(Approved: Faculty Council 5/18/65; UFC 2/8/77)*

##### **Bloomington Campus Procedures on Withdrawal After Automatic Withdrawal Period**

Withdrawals during the Drop and Add period (e.g., during the first week of classes during a regular semester) do not become a matter of permanent record and transcript. 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). After this date, the student must obtain approval from the dean or director of the student's school in order to drop a class. To qualify for the grade of "W" after the deadline, a student must be passing the course(s) 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." (See Schedule of Classes.)

*(Approved: BFC 01/19/10, 04/29/14)*

##### **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.

*(Approved: Faculty Council 12/1/53)*

### **Procedures**

The Registrar will work with campus leadership, such as the Vice Provost for Undergraduate Education to implement this policy.

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## **Grades and Grading**

BL-ACA-H30

### **About This Policy**

Effective Dates:

02-02-1954

Last Updated:

12-04-2018

Responsible University Office:

Office of the Vice Provost for Undergraduate Education

Scope

All students on the Bloomington campus.

[Policy Statement](#)

[Academic Distinction](#)

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.

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.

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

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

*(Approved: UFC 4/26/83, 11/27/84)*

Honors

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

(Administrative Practice)

#### Grading System/Pluses and Minuses

Instructors in undergraduate and graduate courses use a grading system which includes plus and minus grades as well as straight grades for all undergraduate and graduate course records. The registrar shall compute numerical grades for plus and minus grades when computing GPA's (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).

(Approved: BFC 3/16/76; UFC 3/29/77)

#### "S" Grade

The grade symbol "S" shall be added to the official grade code, this grade to mean "satisfactory," without further quality evaluation.

This grade shall be used only in certain special courses and only on permission of the Vice Chancellor/Vice Provost for Faculty and Academic Affairs or equivalent and the Dean of the School offering the course. This permission shall be obtained prior to the beginning of the course. In any course in which the grade "S" is used

the only other grade permitted will be "F." Hours of credit with the grade "S" will count toward graduation but the course will be ignored in computing credit points.

(Students in Special Evening Classes at Bloomington shall be permitted to elect, at the beginning of the course, but not later, whether to receive this special grade or the regular grade.)

(Approved: Faculty Council 2/2/54)

#### "Withdrawals" on Drop/Add Day

Withdrawals made on Drop and Add Day will not be a matter of permanent record and transcript. (Approved: BFC 12/4/73; UFC 10/15/74)

#### FN Policy – UFC

##### 1. Background

A University-wide federal "A133" audit was conducted in 1996-97 which was a general audit of all University programs receiving federal funds, including Student Financial Assistance. The audit report was sent to the University on May 6, 1998, and contained a "finding" under the category of Student Financial Aid regarding a "Lack of an Acceptable Unofficial Withdrawal Policy for all Campuses."

The definition of an "unofficial withdrawal" is: A student who ceases to attend classes and fails to notify the school that he/she is officially withdrawing.

A. For a student to be receiving student aid the student must be in attendance.

B. If a student withdraws during the federally defined aid refund period (usually about 10 weeks of a full semester) during which unused portions of aid must be returned to providers for students who withdraw, the university

must return the portion of unused aid as determined by the withdrawal date or last date of class attendance. The university has a responsibility under federal aid regulations to determine a withdrawal date for "unofficial withdrawals" so that an accurate return of unused aid can be made. Determining this date can be especially difficult if the university does not require class attendance, and therefore has no record of

when the student stopped attending. When aid is returned due to withdrawal or non-attendance, the University can attempt to recover from the student the portion of the returned funds that is not forfeited from university fees.

The definition of the "withdrawal date" for an unofficial withdrawal is "the last recorded date of class attendance as documented by the school." In a practical sense, the last date of attendance can be based on instructor records of attendance, exams, or participation in class activities. In the absence of such documentation, the institution can also accept documentation of class participation provided by the student to determine the last date of attendance.

At the time the audit was done, the federal ruling required that if attendance could not be documented at all, then the university would be required to return the full amount of aid, and then could attempt to recover the cost of repayment from the student. Recently, a revision of this rule allows for a determination of withdrawal date at the midpoint of the refund period whenever attendance cannot be documented to a specific date. In either case the university incurs a significant financial liability for cases of "unofficial withdrawal."

Additionally, the process used by the federal auditors to identify "unofficial withdrawals" which might require return of aid funds was as follows: Looking at student final grades, the auditors decided that any student who fell to less than half-time enrollment (the minimum enrollment for aid qualification) due to a combination of "F" and "W" grades could be considered an "unofficial withdrawal" who would not be qualified for aid through the entire semester,

and for whom an official withdrawal date would need to be determined for courses receiving "F" grade in order to determine the correct refund amount. The basis of the inclusion of "F" grades in the formula is that the official IU grading policy requires that faculty assign an "F" grade for "unofficial withdrawals." Therefore any "F" grade might (or might not) indicate an "unofficial withdrawal." Using this formula, potential financial loss for Bloomington campus was estimated at more than 1 1/2 million dollars per year.

## 2. Inadequacy of Past Procedure

For many years the Bloomington Registrar has conducted a mid-semester enrollment audit with faculty assistance, concurrent with midterm grade processing, to identify students who are enrolled but not participating in class,

or attending class but not enrolled. The historical purpose of the audit was to identify and correct enrollment problems so that class rosters would be correct at the time of final grades. However, the audit also serves to

provide some data for determining student participation in class. In the federal "A133" audit, these procedures of the Bloomington Campus were acknowledged by the auditors but found to be inadequate for the identification of unofficial withdrawals and for determination of a withdrawal date for these students. Three reasons were given:

- 1) faculty were not "required" to participate in the mid-semester enrollment audit, so data were incomplete; 2) although students were notified of identified enrollment problems and instructed to contact their instructors or the Registrar to resolve the problems, students were not "required" to respond; and 3) student attendance was not tracked after midterm.

### 3. Changes Implemented for 1998-99

The Office of Student Financial Assistance (OSFA) contacted Registrar administrative staff last summer to work with them on some potential solutions to reduce campus liability related to "unofficial withdrawals." The following changes were put into place:

- A. This fall, we moved up the date of our enrollment audit to begin in the fifth week of classes in order to collect class participation information earlier in the semester. Enrollment verification rosters are now due from faculty at the beginning of the seventh week of classes, instead of the ninth week. The audit results served as the basis of a data report and analysis file provided to OSFA for further follow up with students. We report all students who would fall below half time enrollment if the courses in which they were indicated by faculty as not attending were counted as withdrawals, and who are also receiving federal student aid.

We also take into account later "IM" and "FM" grades awarded at midterm to University Division students, which also indicate non-attendance. (A report by school is also produced of the enrollment audit data to allow follow up by school advisors if the school wishes to do so.) For First Semester 1998-99, 112 students were reported to OSFA as potential "unofficial withdrawals."

- B. OSFA uses the data produced for contacting the reported students to inform them that they have been identified as not attending class and to require them to show evidence of class participation. Further financial aid is in jeopardy unless the student provides an adequate response demonstrating class participation.
- C. We continue to separately contact students enrolled in class but not attending to resolve their enrollment problems.

We encourage them to officially drop if they don't intend to finish the class so that a withdrawal date can be established and financial aid can be adjusted as appropriate.

### 4. Further Recommendations

Discussions were undertaken with campus administration and the Vice Chancellor/Vice Provost for Faculty and Academic Affairs or equivalent, as well as with the registrars and financial aid directors on other campuses regarding further policy changes that might assist in reducing institutional liability. The following are our further recommendations:

- A. ESTABLISH AN "FN" GRADE ("F" FOR "NON-ATTENDANCE"). This has been endorsed by the system-wide Academic Officers Committee. As proposed, the "N" part of the grade would not appear on the official academic record, but would appear on internal transcript formats and on registrar data files. This addition to grading policy would allow separation of "F" grades awarded for poor performance in class from "F" grades awarded for students who fail to attend or stop attending (the "unofficial withdrawals"). Since the "FN" grade would provide additional information regarding student performance (or, rather, lack of performance), it might also serve as an aid in advising.
- B. WHEN "FN" GRADE IS ASSIGNED, REQUIRE THE INSTRUCTOR ALSO TO SUPPLY A LAST DATE OF CLASS ATTENDANCE (OR CLASS PARTICIPATION) ON THE GRADE ROSTER. This would provide a basis for establishing a "withdrawal date" for return of unearned financial aid.

C. REQUIRE FACULTY TO PARTICIPATE IN THE REGISTRAR'S ENROLLMENT AUDIT, NOW CONDUCTED IN THE FIFTH TO SEVENTH WEEK OF EACH REGULAR SEMESTER.

We already receive a 93-95% response rate, so we think this requirement will have little additional impact on faculty. However, it should, if complied with, provide more complete data and improve the credibility of our enrollment audit results with the federal auditors.

(Approved: UFC 3/30/99)

FX Policy-UFC

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.

Implementation procedures for the FX policy:

1. The effective date is the commencement of the fall semester, 1984-85.
2. The provisions apply to undergraduate students only.
3. Beginning with the fall semester of 1988-89 the policy applies to all undergraduate students regardless of matriculation date.
4. A student may exercise the FX option for no more than three courses, totaling no more than 10 credits.
5. A student may exercise the FX option no more than once for a given course.
6. The FX Option applies to all undergraduate schools and divisions on all Indiana University campuses.
7. Enforcement of the FX policy shall be the responsibility of the school or division which certifies the student's fulfillment of degree requirements.
8. Problems relating to the policy shall be referred to the school dean or the administrator fulfilling the equivalent responsibility on the campus.
9. The Registrar shall record the appropriate grade as prescribed by the academic unit. (Approved: UFC 12/9/75; 3/13/79; Administrative Practice)

Extended-X Policy-Bloomington

The Extended-X policy (which is also referred to as "Course Retake" and "GPA exclusion") was re-examined in Fall 2011. Upon recommendation of the Educational Policies Committee, the Bloomington Faculty Council changed the deadline by which a student must indicate an intention to apply the Extended-X policy – the new deadline is "prior to graduation."

(Approved: BFC 5/3/94; amended 12/6/11)

Extended-X Policy

Any undergraduate student may retake a course for which he/she received a grade below an A. A student may exercise this option for no more than three courses, totaling no more than 10 credits. A student may use this option only once for a given course.

The student's transcript shall record both grades. For the course retaken, only the second grade shall be counted in the determination of the student's University grade-point average (GPA). Any grade which has been so excluded will show an X next to it.

#### Extended-X Implementation Policies

1. Only courses attempted during or after the Fall 2001 term will be eligible for replacement under the new policy.
2. The following grades cannot be replaced under the Extended#X policy; S, P, W, I, R, NC.
3. GPA credit hours for the replaced course will be removed at the point at which the course is replaced.
4. 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.
5. 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.
6. A student may not request reversal after asking for and applying the GPA exclusion.
7. A student may not replace a grade with a second grade of W, I, R or NC.
8. Students who re-enroll in a course must indicate to the school of their major or to University Division, as appropriate, their intent to apply the Extended#X policy to a specific course prior to graduation.
9. The Extended-X policy will adhere to FX policy (UFC documents 1975, 1976, 1979, 1984, 1987), administrative practice, and guidelines regarding exceptional cases, where these are not in conflict with the provisions of the Extended-X policy nor with these Implementation Policies. A statement of the applicable practices has been compiled and is on file with the Vice Provost for Undergraduate Education and with the Office of the Registrar.
10. In implementation of the Extended-X policy, as under the FX policy, Bloomington joins all other campuses in honoring the principle that the grade forgiveness/course retake policy on the degree granting campus is applicable for each student. Hence, 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.

BFC Action (Circular B37-2001 [3/6/01 and 3/20/01]; 12/6/11)

#### Grade Indexing

Grade indexing shall appear on undergraduate transcripts at least for internal purposes. (Approved: BFC 4/5/94)

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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 semesters of the course before getting a grade.

(Approved: BFC 3/16/76; UFC 2/8/77)

#### Removal of a Deferred Grade

At the end of the second term of a "deferred grade" course or when a thesis or research is completed, 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 dean of the student's school to the Office of Records and Admissions (now Office of the Registrar). The card will contain the following information:

1. the student's name and number;
2. the course number and hours of credit each semester;
3. the semesters and years of enrollment;
4. the grade(s) which should replace the "R";
5. the instructor's signature.

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.

#### History



**Page 5: [1] Commented [A30]**

**Author**

Would BFC consider asking UFC to address S and P, which are two different letters that both mean D-, which doesn't seem to make sense.

Realizing this provision is unlikely to be used again, it's worth noting S/F created mass confusion. It resulted in D- grades meaning "Satisfactory" which seems contrary to common sense, particularly when P/F exists.

**Page 5: [2] Commented [A35]**

**Author**

Units have more restrictions than time, so this just says under the unit policy.

**Page 6: [3] Commented [A38]**

**Author**

NOTE: EPC discussed the issue of adding the proposed language in the request from the Associate VP, below.

We agreed there were two routes-

1. adopt the proposed language, or
2. make the policy say that an "\*" will be appended to any letter grade that was given as a result of misconduct.

EPC discussed that the latter is probably what faculty think happens.

The EPC voted in favor of option 2, as shown in the draft text.

### **The EPC received this request from Cesar Felix-Brasdefer**

Associate Vice Provost for Academic Programs.

### **Asterisk Grade Notation**

Undergraduate Academic Council (UAC)

Tuesday, July 23

### **Rationale**

Clarification is needed to explain to faculty and instructional faculty when they should assign an asterisk (\*) on the final grade as a result of an academic misconduct violation. When the instructor files an [Academic Misconduct Report](#), they have to assign one or more sanctions for the violation, one being 'Asterisk Grade Notation.' I have contacted the Office of Student Conduct to add clarification on selecting this option, and the implications this sanction has for the student.

Suggested clarification for instructors added below "Asterisk grade notation"

"You must select this option if part of your academic sanction is the academic misconduct notation on the student's academic record. The asterisk notation does not appear on the official transcript. The \* prevents the student from applying the extended 'X' policy to the grade. If you select this option, you must also mark the academic misconduct box on the final grade roster."

**Suggested revision for Educational Policies Committee (EPC), to add clarification on the implications of assigning an 'Asterisk Grade Notation.'**

### **Grades and Grading**

[ACA-66](#)

## Section C. Other grades

### # 4 b

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.

### Section 4 d.

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

### Section 4, #10

[Grade]\* (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 letter grade will appear on the student’s transcript. A grade with an asterisk may not be replaced with an “X.”

### Proposed revision for EPC consideration, changes in red text

10. [Grade]\* (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 originally assigned as one of the sanctions on the Academic Misconduct Report filed by the instructor.** If a misconduct investigation is underway that might impact the student’s grade, the student should receive an “I\*.” Only the letter grade will appear on the student’s transcript. A grade with an asterisk may not be replaced with an “X.”