

| UFC policy on Grades and Grading | BFC policy on Grades and Grading |
|---|--|
| <p>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:</p> <ol style="list-style-type: none"> 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. 2. Nothing in this policy is intended to override accreditation standards that may require academic units to vary from its terms. | <p>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:</p> <ol style="list-style-type: none"> 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. |
| <p>B. Except as otherwise provided in this policy, Indiana University 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.</p> | <p>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].</p> |
| <p>C. Other Grades</p> <ol style="list-style-type: none"> 1. FN (failed, non-attendance). An "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" 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 USSS-10, Unofficial Withdrawal. 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. <ol style="list-style-type: none"> a. The instructor will inform the student of the missing course requirements and the assignments to be | <p>C. Other grades and transcript notations authorized by ACA-66 and approved for use at IUB are:</p> <ol style="list-style-type: none"> 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]. |

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

d. 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. 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. 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 a P or other letter grade based on the work completed, or allowed to withdraw from 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 of the principal administrator of the student's unit.

4. "X" to replace a letter grade when a student has retaken a course [link], pursuant to the procedures in section E below.

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

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 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.

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 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.

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 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.

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.

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.

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.

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.

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

| | |
|--|--|
| <p>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 term if feasible, and a “W” for the second term.</p> <p>6. S (satisfactory). An “S” may be assigned in the following situations:</p> <p>a. 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.</p> <p>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.</p> <p>c. 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."</p> <p>7. W (withdrawn) For undergraduates only: A “W” may be given in the following situations in which the student withdraws after the drop/add period:</p> | <p>the minimum, the same or higher level of academic rigor and expectations of learning outcomes.</p> <p>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.</p> <p>16. A student may not request reversal after asking for and applying the GPA exclusion.</p> <p>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].</p> <p>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.</p> <p>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].</p> <p>D. Bloomington campus procedures on withdrawal</p> <p>1. Withdrawals during the Drop and Add period do</p> |
|--|--|

a. If a student withdraws after the drop/add period but within the automatic withdrawal period.

b. If a student withdraws after the automatic withdrawal period but within a time limit set by a unit under a unit policy that allows such withdrawals, with the consent of the instructor and principal administrator of the student's unit.

c. 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.

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

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

a. 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

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].

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

| | |
|--|--|
| <p>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.</p> <p>9. NC (non-credit). The grade “NC” is recorded by the campus registrar to a student who has successfully audited a course.</p> <p>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.”</p> <p>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.</p> <p>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.</p> | <p>9. “NC” for a student who has successfully audited a course [link].</p> <p>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].</p> <p>11. “NR” may be used by the registrar when an instructor has not submitted a grade by the deadline [link].</p> <p>12. “NY” may be used by the registrar to show enrollment in a special program for which no grade has been received [link].</p> |
| <p>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.</p> | |
| <p>E. Submitting and Posting Grades</p> <p>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.</p> <p>2. Grades must be submitted within four days after the end of the term.</p> <p>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.</p> <p>4. Grades shall be submitted to, recorded, and maintained by the campus registrar. Individual academic units may also maintain grade records.</p> <p>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.</p> | <p>F. Submitting and posting grades</p> <p>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.</p> <p>2. Grades must be submitted within four days after the end of the term.</p> <p>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.</p> <p>4. Grades shall be submitted to, recorded and maintained by the campus registrar. Individual academic units may also maintain grade records.</p> <p>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.</p> |
| <p>F. Changing Grades</p> <p>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”.</p> | <p>G. Changing grades</p> <p>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.”</p> |

| | |
|--|--|
| <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.</p> <p>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:</p> <p>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.</p> <p>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.</p> <p>c. For other extraordinary cause if approved by the principal administrator of the unit offering the course in consultation with the instructor.</p> <p>4. Whenever a grade is changed, the registrar shall notify the principal administrator of the student’s unit.</p> | <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. 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.</p> <p>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:</p> <p>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.</p> <p>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.</p> <p>c. For other extraordinary cause if approved by the principal administrator of the unit offering the course in consultation with the faculty.</p> <p>4. Whenever a grade is changed, the registrar shall notify the principal administrator of the student’s unit.</p> |
| <p>G. Academic Distinction</p> <p>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.</p> <p>2. There are three levels of distinction: distinction, high distinction, and highest distinction.</p> <p>Each degree-granting unit shall determine the appropriate GPA or class rank required to graduate with high or highest distinction.</p> | <p>H. Academic Distinction</p> <p>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.</p> <p>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.</p> <p>3. Each degree-granting unit shall determine the appropriate GPA and/or rank requirements for high distinction, and highest distinction.</p> <p>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.</p> |

| | |
|--|---|
| <p>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.</p> | <p>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.</p> |
| <p>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.</p> | <p>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.</p> |
| <p>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. 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.</p> | <p>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.</p> |
| <p>J. Retention of Grade Records and Graded Materials</p> <ol style="list-style-type: none"> 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. | <p>L. Retention of grade records and graded materials.</p> <ol style="list-style-type: none"> 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. |