

**DOCUMENT 2: TEXT OF NEW POLICY WITH SUBSTANTIVE REVISIONS  
BASED ON MARCH 23 UFC DISCUSSION REDLINED.**

**ACA-66, Grading System**

**Scope**

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

**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:

Clarification based on discussion.

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**.

Clarifies situation where a program has classes on multiple campuses.

2. Nothing in this policy is intended to override accreditation standards that may require academic units to vary from its terms.

B. Except as otherwise provided in this policy, Indiana University uses a 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 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 policy [link].

**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. 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.**

New, based on discussion.

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

Prior draft said “not practical.”

Prior draft mentioned only the W option.

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 policy on retaking courses consistent with these principles:

a. Students shall be allowed to retake any course **unless the faculty of a unit decides that it will not allow its students to retake 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.**

d. The grade-replacement option may not be exercised if the original grade was assigned as a result of a 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. 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.

e. A student may exercise this retake option for any letter grade received.

Prior draft did not define the extent to which a unit may prohibit students from retaking classes. This is the consensus view of the scope that maintains a basic equal treatment of students across units, including double-majors.

Prior draft required consent of the unit offering the course, but that PA might not know whether the student’s major in another unit restricts the retake option.

f. A student may exercise the retake option for up to three courses or courses that total 10 credit hours. A campus policy may allow students to retake 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.

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

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

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

**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.

**6. S (satisfactory).** An "S" may be given in three situations:

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.

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.

Prior language was "for at least three courses."

Added.

Prior draft said "the campus on which the course is or was retaken."

"I" added.

Added.

Added.

Current policy ACA-68 is silent on whether the A counts toward GPA.

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

**7. W (withdrawn)** For under graduates only. A “W” may be given in the following situations in which the student withdraws **after the drop/add period**.

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 Policy [link].

**8. P (pass)**. A “P” may be given 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.

Prior draft made this phrase subsection a.

New, based on discussion that some units imposed restrictions on late-term withdrawal by its students.

Revised to be consistent with provisions in the policy section on incompletes.

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 president may direct that this option applies to all campuses, the chancellor/provost may direct that it applies to some or all courses on a campus, or the decision may be delegated to individual units. Consultation with the appropriate faculty governance organization is required. Students must be provided with a clear procedure for requesting P/F grading that includes the opportunity to appeal 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 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.”

**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 yet been received by the registrar. It will be replaced by a letter grade when one is submitted.

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

#### E. Submitting and posting grades

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

2. 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 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.

#### F. 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.

Average deadline among equivalent universities. Most set deadlines based on end of term.

Purdue. 3 days.

Illinois. 3 days.

Wisconsin. 3 days.

Minnesota. 3 business days.

Penn State. 4 days.

U. Washington. 4 days

Ball State. 5 days.

UC-Berkeley. 5 days

Michigan State. 5 days.

Iowa. 5 days.

Maryland. 7 days.

Ohio State. 7 days

UCLA. 10 days

A few set deadlines based on date of exam:

UNC. 3 days

Michigan. 3 days

Texas. 5 days

Nebraska. 7 days.

Revised to make consistent with policy on incompletes.

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

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

b. A grade may be changed if the change is authorized by the campus Provost or Chancellor, or the principal administrator of the 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.

New; addresses rare situations where an instructor fails to assign meaningful grades, e.g., gives every student a D.

New, based on discussion

#### G. Academic Distinction

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

2. There are three levels of distinction: distinction, high distinction, and highest distinction. Each degree-granting unit shall determine the appropriate GPA or class rank required to graduate with high or highest distinction.

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

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

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

J. Retention of grade records and graded materials.

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

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

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

### **Reason for Policy**

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

### **Procedures**

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

**Definitions.**

“Principal administrator:” The dean of a college or school, the chair of a department, the director of a program or division, 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” include pluses and minuses for grades A through D.

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

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

“Year” A calendar year.

“Day.” A calendar day.

New definitions.