

## **Grades and Grading Policies**

### **1. Grades of Incomplete**

Incompletes. The grade of "I" (Incomplete) may be given to a student whose work in a course is satisfactory except that some terminal aspect of the course requirements has not been completed. The grade of "I" will only be given if the instructor has sufficient reason to believe that failure to complete the requirements of the course was beyond the student's control and that it would be unjust to hold the student to the time limits normally fixed for completion of the required work.

By assigning an Incomplete, an instructor implicitly authorizes and requires the "I" to be automatically changed to an "F" at the end of the appropriate time period, if that instructor does not otherwise act to remove or extend the "I". Both the student and the instructor in whose course the student received the Incomplete will be notified of this change of grade.

A student may not enroll in a course in which he has a grade of Incomplete.

Generally, the time allowed for the removal of an Incomplete is one calendar year from the date of its recording.

### **2. Grade Changes**

Once a final grade report has been received by the Records Office, no grade (except that of Incomplete) contained thereon may be changed except by approval of the instructor, chairperson of the division in which the course has been offered, and the Vice Chancellor for Academic Affairs. The nature of the reason for the error must be made clear on the request for the Change of Grade form provided by the Records Office.

Definite and concise explanation must be given with the specific recommendation. On completion of the Request for Change of Grade form, the instructor should submit the form to the division chairperson and to the Vice Chancellor for Academic Affairs. When approved the request should be forwarded to the Records Office. If the faculty member appeals the decision of the Vice Chancellor for Academic Affairs, the appeal will go before the Admissions and Academic Affairs Committee. The Committee's decision will be forwarded to the Records Office. The student will be notified after the change has been processed. Extreme care should be exercised in calculating and recording grades. If a grade change is requested on the grounds of miscalculation, the division chairperson may request that all grades be re-calculated and evidence submitted that it has been done. Please appreciate that this strictness is to protect the instructor from disgruntled students and parents.

### **3. Midterm Class Reports**

Near mid-semester, members of the faculty receive in the mail "pink sheets" on which are listed the names of all students in their various classes. Instructors make corrections on the report and return it to the Office of the Registrar, which researches discrepancies, makes changes, and notifies students of possible problems, so that final grade sheets at the end of the academic session are correct.

#### 4. Final Grade Reports

At the end of the semester faculty members are given final grade report sheets in which they are to enter the grades discussed below. One of the following grades should be given to all credit students: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W- withdrawal passing (official withdrawal), I-incomplete. The S-F grades (satisfactory-unsatisfactory) are reserved for designated classes on campus. Auditing students should not be given a grade on the official grade reports. Final grade reports for all students are mailed directly to the students by the Records Office. A grade given to a student who is taking the course on a Pass/Fail option will be converted to a "P" or "F" by the Records Office. If the grade of "I" is given, an additional form "Incomplete Grade Report Sheet" must accompany the final grade roster when returned to the Records Office.

In Learning Skills Development courses the "I" will be awarded to those students who have completed the course requirements but have not reached the desired level.

#### ACADEMIC POLICY ON COURSE WITHDRAWALS [EFS 4/6/93]

A grade of W is given automatically to student who makes formal application for withdrawal during the first nine weeks [EFS 10/4/94] of a regular semester, the first three weeks of a seven week module or a six week summer session, or the first five weeks of a ten week summer session. For offerings other than these standard time intervals, the midpoint of the course shall constitute the deadline for withdrawal. Official forms for this purpose are available in the Student Records Office. Withdrawals are not normally considered during the last seven weeks of a semester, the last four weeks of a seven week module, the last three weeks of a six week summer session, the last five weeks of a ten week summer session or the last half of a nonstandard interval course offering. The instructor will submit a letter grade for each student enrolled in a class after the withdrawal period expires. Failure to continue class attendance does not constitute withdrawal and will result in a grade of F in the course. Withdrawals after the deadline require the signature of the faculty member and the division chairperson/dean of the division in which the course resides.

Application for withdrawal cannot be considered until all fees have been paid.

#### 5. Revalidation of Courses

[EFS 4/27/84] Revalidation is the procedure by which previously taken courses are reviewed and judged currently valid in order for credit to be applied at Indiana University East. Revalidation of courses, including the setting of time limits, the development of criteria of evaluation, the decisions applied and all other related matters, is a faculty matter. The faculties of the academic divisions or similar units may collectively devise revalidation policies relevant to their disciplines. If such policies are lacking, the presumption is that revalidation is the prerogative of the faculty in the discipline of which the course is representative. This statement shall be taken as policy for the faculty as a whole.

#### 6. Academic Honors

## Indiana University Policy (UFC 4/26/83)

1. To graduate with academic distinction, baccalaureate and associate degree candidates must rank within the highest 10% of the graduating class of their respective degree-granting units. Additionally, baccalaureate degree candidates must have completed a minimum of 60 hours at Indiana University. Associate degree candidates must have completed at least half of the hours required for their degree at Indiana University.
2. The determination of students eligible for graduation with academic distinction will be done by degree-granting units so that students will be ranked with classmates who receive the same type of degrees.
3. Each degree-granting unit shall determine the appropriate GPA requirements for the three levels of recognition: distinction, high distinction, and highest distinction.
4. In the application of this policy, questions about ties and fractions shall be decided by the degree-granting unit. To go beyond the 10% restriction in the event of a tie should not be construed as a violation of this policy.
5. This policy shall apply to students first matriculating at Indiana University in the fall semester of 1983-84 and thereafter. Those who matriculated prior to that time shall be eligible for degrees with academic distinction under the guidelines which prevailed at the time of their matriculation in the degree-granting unit in question. (UFC 11/27/84)
7. The standards recommended here are minimum standards, and any degree-granting unit may adopt standards that are in excess of these.

## Indiana University East Standards [EFS 1/21/77]

(For matriculants prior to Fall 1983) The following criteria are used for awarding academic honors to graduating students: Graduation with Distinction for students with grade point averages between 3.50 and 3.74; Graduation with High Distinction for students with grade point averages between 3.75 and 4.00. These criteria will be applied to course work done up to the semester prior to commencement, in order to facilitate computation and the printing of commencement programs.

[EFS 4/24/87] (For matriculants beginning Fall 1983) For the purpose of determining students eligible for graduation with distinction in those programs in which the degree is conferred by Indiana University East, the degree granting unit will be designated as Indiana University East. Currently these programs consist of the Associate of Arts in Liberal Studies, the Associate of Science in Business, the Associate of Science in Computer Science and the Associate of Science in Early Childhood Education. Graduating students in all programs in which the degree is conferred by Indiana University East will be pooled together into a single unit to be known as the graduating class of Indiana University East.

In compliance with the policy on distinction established by the University Faculty Council on 4/26/83 (effective for students matriculating at Indiana University in the fall semester of 1983-84 semester and thereafter), students eligible for distinction will be those students in the top ten percent (10%) of the graduating class at Indiana University East who have a cumulative G.P.A. of 3.7 and above.

The following criteria will be used for awarding academic honors to graduating students:

Graduation with Distinction — Grade Point Averages between 3.70 – 3.79

Graduation with High Distinction — Grade Point Averages between 3.80 – 3.89

Graduation with Highest Distinction — Grade Point Averages between 3.90 – 4.00

These criteria will be applied to all course work done up to and including the semester prior to commencement.

Designation of Indiana University East as the degree granting unit in this policy refers only to the determination of students eligible for graduation with distinction. Programs other than those in which the degree is conferred by Indiana University East may request that their students be included in the Indiana University East pool.

Implementation of this policy will be initiated with June 1987 graduates.

Passed: Faculty Senate Handbook 12/95