

**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:

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.

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.

H30 [red are sections that conflict]

All students on the Bloomington campus.  
H34  
All academic units on the Bloomington campus.

[No BFC policy]

H30C. (1977)  
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).

Proposed:

Scope  
All students and all units on the Bloomington campus.

Proposed:  
[Adopt UFC policy essentially verbatim]

Proposed: to avoid later conflict if the UFC changes university policy, adopt ACA-66 with cross-reference links, as follows:

B. Indiana University-Bloomington follows the university's grading policy (ACA-66). Except as otherwise provided IUB uses a grading system from A through F with pluses and minuses. The grades and their numerical equivalent for computing GPAs are: A+ or A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = 0.7, F = 0.0) [link].

## C. Other grades

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.

[never actually adopted by BFC]

[No BFC policy]

[No general BFC policy on incompletes; only one provision parallel to 3-g]:

H32E (1953)

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.

Proposed: to avoid later conflict if the UFC changes university policy, adopt ACA-66 with cross-reference links as follows:

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

1. “FN” for a failing grade based on non-attendance at classes and other activities [link].

Proposed:

2. “FNN” for a failing grade based on a student having neither attended nor withdrawn from a class [link].

Conflict: Failure for nonattendance is now an FN

Proposed: adopt ACA-66

3. “I” for a student who has not completed all required work by the end of the term for good cause. 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.” [link].

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.

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."

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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.

### H30G

1. The first part of H30's section on grade replacement (formerly FX) simply tracked the UFC policy which has now been extensively revised.

Proposed: Divide into two sections. The first, to be included here, would simply say:

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

The second part of the IUB grade-replacement policy would begin with the UFC revised policy verbatim.

### Grade replacement

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.

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 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 this 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. 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.

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 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 this 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.

h. 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.

i. 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.

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.

i. 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.

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 IUB grade-replacement policy would continue with additional campus procedures from H30

k. 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.

l. 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.

m. 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. 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.

#### H30I (1977)

##### a. Definition

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.

n. 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.

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

Consistent but outdated.

Proposed: Divide into two parts. First, include a cross-reference and summary as paragraph 5 under “Other grades” that reads:

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].

**b. 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.

c. 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.

Part two would merge the material on removing an R into the separate section on changing grades below.



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.
- 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.

H30D (1974)

1. The grade symbol "S" shall be added to the official grade code, this grade to mean "satisfactory," without further quality evaluation.
2. 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.
3. 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 [S] or the regular grade. (1954).

Inconsistent with ACA-66 which authorizes S/F grading only for courses where all students get S/F grades, allows giving an A for superior performance, and has no exception for special evening students oif we ever have any.

Proposed: Delete and replace with cross-reference and summary as paragraph 6 under “Other grades” that reads:

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.

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.

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.

IUB has no P policy.

IUB has no NC policy.

Proposed: Add cross-reference and summary as paragraph 7 under “Other grades” that reads:

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

[grade of “W” to be entered here as 8]

Proposed: Add cross-reference and summary as paragraph 8 under “Other grades” that reads:

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

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."

IUB has no asterisk policy.

Proposed: Add a cross-reference and summary as paragraph 9 under "Other grades" that reads:  
10. An asterisk (\*) may be appended to a letter grade as an internal reference to indicate it was given as a result of a student's academic misconduct [link].

11. NR (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.

IUB has no NR policy.

Proposed: Add a cross-reference and summary as paragraph 10 under "Other grades" that reads:  
11. "NR" may be used by the registrar when an instructor has not submitted a grade by the deadline [link].

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.

IUB has no NY policy.

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

**\*WITHDRAWAL**

The UFC has two withdrawal policies. ACA-66 covers official withdrawals that result in a W on the transcript. USSS-10 (covered later in this policy) concerns “unofficial” withdrawals when a student simply disappears. Unofficial withdrawals pose accounting issues if the university received federal funds for that student such as Pell grants..

ACA-66.

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.

- 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].

*IUB policy H32 cover regular withdrawals. IUB policy H30 section on “FN” grade concerns unofficial withdrawals and will be covered later in this policy review.*

**H32**

A. 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

B. 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.

C. 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.

Inconsistencies: ACA-66 says that the unit sets deadlines and that permission of the instructor and principal administrator is required.

Proposed: Delete and replace with cross-reference and summary as paragraph 8 above under “Other grades” that reads:

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]

Keep as a separate section:

D. Bloomington Campus Procedures on Withdrawal

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

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

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

Add from ACA-66"

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 [\[link\]](#).

[No equivalent UFC policies]

**H32F. Extending the Auto-W Deadline during COVID (2020)**

**H32G. Withdrawal from all Subjects during COVID (2020)**

Maintain. Provost has not declared an end to the pandemic.

## 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.

## H34C (1984)

1. These grade reports are due in the Office of the Registrar 48 hours after the final examination or last class meeting, whichever is later. If academic considerations justify such a change, each campus may elect to extend the present 48-hour examination rule to no more than 72 hours. It shall be the joint responsibility of the campus Vice President/Chancellor/Provost, faculty governing body, and the campus Registrar to determine the appropriate time interval and to establish this as campus policy.
2. A final grade report for each course is due in the Office of the Registrar no later than 3:00 P.M. on the third day following the final examination scheduled for that course.. If the report is turned in after the deadline, the Registrar cannot be responsible for informing the deans and students of the late grade, and the faculty member is required to so inform them.
3. Posting Grades. When faculty members post the grades of students the grades shall be identified by code and not by the names of the students.

Inconsistent with ACA-66 that says all grades are due within 4 days of end of the exam period.

Proposed:

Adopt ACA-66 verbatim

## Equivalent policy rescinded by UFC

## H34A. Preprinted Grades. (1965)

If the final grade sheet carries the grade of W or F already printed upon it when it is received by the instructor, in no case is this grade to be changed without discussion with the Registrar.

Proposed:

Rescind

## F. Changing grades

No equivalent IUB policy

Proposed:  
Adopt verbatim

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.

## H30-I (1977)

b. 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 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.

c. 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.

Outdated policy from 1977. Delete section in red. Adopt (2) from ACA-66 and add:

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

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

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

b. A grade may be changed if the change is authorized by the 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.

No equivalent BFC policy

No equivalent IUB policy

[No BFC policy]

**H34B. Grade Changes. (1953)**

Once a grade sheet has been received by the [Registrar], no grade (except that of Incomplete (I), Condition (E), and Deferred (R)) may be changed except with the written consent of the Dean or his/her authorized representative of the College or School of whose faculty the instructor or professor is a member and with a report to the faculty of the respective college or school: this shall be included in the Faculty Handbook: Each semester shortly before the final examinations are given the Vice Provost for Faculty and Academic Affairs shall call the attention of faculty members to the rule

Proposed: [Adopt ACA-66 verbatim](#)

Proposed: [adopt language of ACA-66](#)

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.

Proposed: [Adopt ACA-66](#)

IUB policy outdated. Delete, [replace with language of ACA-66](#), and refer to Ed Policy for Review.



## 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.

## H30A (1984)

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.

## H30A (1984)

3. 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.

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

[No BFC policy. H30B (admin. practice) says: Students admitted to an Honors Degree Program within an academic unit, who complete the honors degree curriculum, are awarded the degree with honors.

Consistent. No change

Conflict: ACA-66 sets a firm 10% for distinction. Units may vary other levels only. Keep ties policy.  
Proposed:

3. Each degree-granting unit shall determine the appropriate GPA and/or rank requirements for high distinction, and highest distinction.

4. In the application of this policy, questions about ties and fractions shall be decided by the degree-granting unit. To go beyond the 10% restriction in the event of a tie should not be construed as a violation of this policy.

Proposed: Adopt ACA-66 verbatim.

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.

No equivalent BFC policy

IUB has H35. ACADEMIC FAIRNESS COMMITTEES (1982)  
 A. Each School/College on the Bloomington campus shall create an Academic Fairness Committee.  
 B. Each Academic Fairness Committee shall contain representation of faculty and students.  
 C. The Academic Fairness Committee shall be empowered to consider procedural errors in assigning grades and to direct the Dean of the School/College to change grades on the basis of the Committee's findings.

[No BFC policy]

This is a policy passed by the Trustees.  
 Proposed: Adopt it verbatim.

Proposed: 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.

Proposed: Adopt verbatim.

**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.

[No equivalent BFC statement]

Proposed: Paraphrase ACA-66

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

**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.

No equivalent BFC provision.

Adopt similar policy for units at IUB

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

**Definitions.**

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

No definitions in BFC policies

Proposed: Adopt definitions

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

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

“Course:” Any academic activity undertaken by a student for credit, whether or not it has a course number, including internships, externships, study-abroad programs, artistic performances, and an individual examination of a student’s knowledge or experience.

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

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

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

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

“Year” A calendar year.

“Day.” A calendar day.

## USSS-10. UNOFFICIAL WITHDRAWALS

### Scope

All faculty, instructors, lecturers and others who record grades, and financial aid administrators.

### Policy Statement

A. In accordance with federal regulations relating to Student Assistance General Provision, 34 CFR 668.22, Indiana University must determine whether a return of Title IV federal funds is necessary when a student fails to attend or ceases to attend all classes and does not withdraw. This situation is referred to as an "unofficial withdrawal" and is reflected on a student transcript.

B. “FNN” indicates those FN students who never attended a class.

## H30F (1999)

### 1. Background

a. 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."

b. 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.

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

**Reason for Policy**

This process is utilized to identify students who fail to attend or cease to attend classes without officially withdrawing and to facilitate required calculations determining the amount of Title IV federal funds which must be returned to the US Department of Education as a result of such unofficial withdrawals. Because students receiving federal financial aid may be financially impacted, compliance by university officials who record grades is critical.

**Procedures**

A. Determination of Potential Unofficial Withdrawals. At the end of each semester/session when final grades have been recorded, USSS will run a report to identify federal aid recipients whose grades for the term are all FN, FNN or a combination of FN, FNN, NC, NR, NY and W grades.

B. Determination of Actual Unofficial Withdrawals. At the end of each academic term when final grades have been recorded, USSS Financial Aid staff will review the list and evaluate each student to determine whether the student should be considered to have unofficially withdrawn. Follow up with faculty may be required for NR, NC and NY grades to determine whether or not a student ceased attendance in all classes.

C. Last Date of Attendance/Enrollment Audits. The last date of attendance for W grades is generally the withdrawal date. When an FN grade is recorded, the instructor must supply the last date of attendance. For online courses, the student's last date of participation in an academically-related activity must be documented. For all federal aid recipients, the university must document that the student began attendance in each course.

D. Faculty are to participate in the Registrar's enrollment audit. This allows the registrar to maintain accurate enrollment records while complying with federal financial aid requirements. Enrollment audits are completed through the Student Engagement Rosters which are part of FLAGS (Fostering, Learning, Achievement and Student Success) system.

E. Return of Title IV Funds. Once the last date of attendance is established, USSS Financial Aid staff will promptly calculate the amount and type of funds to be returned to the federal aid programs, if any, in accordance with federal regulations.

F. Record-keeping. USSS Financial Aid will maintain records of this review process including:

2. 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.

c. 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.

d. 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."

e. 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.

1. Report output that was used to identify students;
2. Whether each student is considered an unofficial withdrawal, and if not, an explanation for that decision;
3. The Last Date of Attendance as well as when and how that date was determined;
4. The amount of any refund calculated and the amount(s) and type(s) of financial aid to be repaid and all calculations as tracked on the Return of Title IV Aid Worksheet.

#### **Additional information**

A. IUIE Report: Unofficial Withdrawal. For students with Title IV aid (Direct Loan, Pell, SEOG) disbursed, identifies students who have all FN or FNN grades, or a combination of FN, FNN, NC, NR, NY, W or blank grades. Student must have at least one FN or FNN grade to be picked up on the report.

B. This process is performed by USSS as a shared service. USSS Financial Aid maintains procedural documentation for performing this work, as well as a Service Level Agreement that outlines USSS and campus financial aid office responsibilities related to this work.

#### **Sanctions**

This work is audited annually by the State Board of Accounts during the Single Audit. Indiana University Internal Audit assists with the audit and may perform additional audits as needed to ensure compliance with federal regulations. Failure to adequately comply with this policy in the time frames specified under federal regulations could result in an audit finding which could lead to federal aid repayments, fines, and potentially, the loss of the university's eligibility to participate in the federal student aid programs.

#### **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.

d. 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 recommendatuons.

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.

[No equivalent UFC policies]

**This is an administrative policy maintained by the Vice-President for Student Success and the campus registrars. Assuming we have correctly given AWOL students FN or FNN grades and filled in the date of a student's last appearance, the rest is administrative and not unique to the campus. No equivalent IUB policy is required, and is unwise because of potential discrepancies that affect the audit of federal funds.**

**Proposed: Delete sections from H30**

**\*Other grade-related policies not directly affected by ACA-66 and recently reviewed by the BFC**

**BL-ACA-H13. Indiana University Bloomington Campus Credit Hour Definition**

**BL-ACA-H29 Examinations (2019)**

**BL-ACA-H41. Fresh Start through Academic Renewal (2018)**

**BL-ACA-H42. Credit for Prior Learning (2019)**

Proposed: *Keep as is.*