Ivy Tech Community College of Indiana
Academic Support and Operations Manual

POLICY TITLE
Grading Student Learning

POLICY NUMBER
ASOM 4.16

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created September, 1992/ Revised June, 2009; May, 2012/ Effective Fall 2012; Revised September 2014/Effective September 2014/Effective immediately; revised September 2017/effective immediately

PURPOSE
College policy must reflect the philosophy behind the evaluation of students in individual courses and establish an acceptable time frame within which to report grades and statuses.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty

DEFINITIONS
Competency - A set of defined behaviors that provides a structured guide enabling the identification, evaluation and development of the behaviors in individuals

Status Codes - Status codes do not involve the assignment of quality points and have no impact upon the grade point average. Status codes include W, AW, AU, S, U, V, and I.

POLICY
College grading shall reflect the quality of performance and achievement of competency by students who complete one or more courses. Instructors are responsible for determining and assigning both grades and statuses based on an objective appraisal and evaluation of students' performances.

Grading standards and methodologies must be provided to students in writing at the beginning of the course.

PROCEDURE
GRADING

1. The College grading system consists of letter grades A, B, C, D, F and FW (details follow) which are determined and assigned by faculty based upon the appraisal and evaluation of student performance.*

2. The "F" grade denotes an actual failure to reach course objectives even though the student maintained attendance in the class through the final required academic event. A

final grade of "F" must be recorded on the online grade roster (or on a paper roster). Grades should not be posted prior to the conclusion of the class.

3. In the case where a student does not participate in the final exam or academic event, but earns a passing grade for the course when including a zero score for the final exam or academic event grade in the course grade calculation, the student should receive the grade calculated and <u>should not</u> be issued the grade of "FW".

   The "FW" grade is assigned to a student who fails to reach course objectives due to failure to complete the last required academic event (typically a final exam). A final grade of "FW" must be recorded on the online grade roster (or on a paper roster) at the end of the term. A grade of "FW" counts toward the number of times a student has attempted a course.

4. Reports reflecting grades and status conditions are issued by the College to students electronically by term.

5. Academic Skills Advancement courses are assigned grade designations, but no quality points or quality hours are generated. Grades for these courses will have an "S" designation in front of the earned grade (SA, SB, etc.).

6. Grade Designations:

Grade	Description	Quality Points
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
FW	Failure (Stopped Participating)	0
SA	Excellent	0
SB	Good	0
SC	Average	0
SD	Below Average	0
SF	Failure	0

7. Status Designations:

Status Code	Description	Quality Points
I	Incomplete	0
AU*#	Audit	0
S **	Satisfactory	0
U **	Unsatisfactory	0

   * Must be declared no later than the end of the first week of classes
   ** Must be declared at the time of registration
   # Cannot be used to compute financial aid eligibility

- I – INCOMPLETE: It is expected that required work will be completed by the end of each semester. However, at the discretion of the instructor, an "I" designation may be given in cases of illness or a cause judged unavoidable. The student must request the incomplete, be actively pursuing the course, be passing, and have remaining a small amount of work, such as a final examination, a paper, or a term project which may be completed without further class attendance.
  a. The student must meet with the instructor and make arrangements to complete course requirements within a specified time period not to exceed 30 days beyond the start of the following term.
  b. The instructor must submit the grade within 31 calendar days after the beginning of the term following the term in which the "I" designation is received.
  c. The College must change the "I" designation to a grade of "F" if a grade is not assigned within the specified time period.
  d. Petitions for extension (not to exceed one year) may be granted due to extenuating circumstances, if a written request is submitted to and approved by the faculty member, program chair, and the Campus Academic Officer or designee.
  e. Students may not re-register to take a course for which an "I" designation has been received unless the designation has been converted to a grade other than "I."

- AU – AUDIT: Enrollment in a course for no grade or credit.
  a. The student must declare the audit during registration or not later than the end of the first week of classes.
  b. The student will pay the same fees as assessed for a class taken for credit.
  c. The course will be transcribed with "AU" status and no grade recorded.
  d. Enrollment is contingent upon meeting the course prerequisite or with program chair approval. Core Transfer Library (CTL) courses are not eligible for program chair exceptions and students must meet course prerequisites.

- S – SATISFACTORY: A status assigned to designate successful completion of a course. Although no grade is assigned, credit is earned. Designation of "S" will not count toward degree and certificate graduation requirements.
  a. Approval from the Campus Academic Officer or designee to provide the S/U designation for the course in question must be on file with the Registrar.
  b. The student must initiate the request for this designation by filing the appropriate form at the time of registration.

- U – UNSATISFACTORY: A status assigned to designate unsatisfactory completion of a course which differs from a grade of "F" because quality points are not computed.
  a. Approval from the Campus Academic Officer or designee to provide the S/U designation for the course in question must be on file with the Registrar.
  b. The student must have initiated the request for the S/U designation by filing the appropriate form at the time of registration.

REPORTING GRADES
- Faculty, including dual credit and online faculty, will report grades by midnight on the Tuesday following the end of the term.

- For courses ending prior to the established semester end date, faculty will report grades within 48 hours of the final required academic event.
- Missing grades will result in a no grade reported status (NG) at the end of the semester following the semester the course was taken.
- The recommended period for grade retention is three years from the ending date of the class.

COREQUISITE COURSE GRADES
- Students who receive a passing grade in the 100-level co-requisite course (ENGL 111 or MATH 123) must receive a passing grade, but not necessarily the same passing grade from the 100-level course, in the attendant 000-level course (ENGL 063, 073, 075).
- Students who withdraw from or fail the 100-level co-requisite course should receive the grade earned in the attendant 000-level course.

REFERENCES
Academic Calendar
6.13 Program Accreditation

RESOURCE PERSON
Vice Chancellor for Academic Affairs