

TO: **The University Senate**  
FROM: **The Educational Policy Committee**  
SUBJECT: **Change to Academic Regulations and Procedures on Grades and Grade Reports**  
DISPOSITION: **University Senate for Discussion**  
REFERENCE: Purdue University Academic Regulations  
RATIONALE:

- This change will provide clarity to the deadline for an Incomplete grade to be completed and processed.
  - Incomplete grade policy is difficult to clarify for advisors, students and faculty. Students routinely will reenroll in the same class leaving the existing Incomplete to be unaddressed.
  - This change brings simplicity to a formerly complex regulation.
- Update of Pass/No Pass regulation to include +/- grades.
  - This is to update the regulation to reflect what was done in Legacy and converted into Banner.
- Update of the Current Reports on Grades policy by naming it the Midterm Grade Reporting policy and by modifying it to allow information concerning a student's progress in a class prior to the drop/add deadline. It replaces the policy requiring reporting of all students clearly failing. Proposed policy is based on discussion within EPC and other student success initiatives during the 2010-12 timeframe.
  - It should be noted that this regulation does not specify the faculty will provide the "graded feedback" to the students, only that it must be done. This can be satisfied through Signals, Blackboard, Banner, memo or verbal conversation.

<b>Current</b>	<b>Proposed</b>
<b>Academic Regulations and Procedures</b>	<b>Academic Regulations and Procedures</b>
<b>Grades and Grade Reports</b>	<b>Grades and Grade Reports</b>
A. Basis of Grades	A. Basis of Grades
Each student shall be responsible for the completion of all required work, in each course for which he/she has enrolled, by the time of the last scheduled meeting of the class, unless his/her assignment to the course has been properly cancelled. Each student shall receive from his/her instructors a grade in each course for which he/she is enrolled at the close of the session. This grade shall indicate the student's achievement with respect to the objectives of the course.	Each student shall be responsible for the completion of all required work, in each course for which he/she has enrolled, by the time of the last scheduled meeting of the class, unless his/her assignment to the course has been properly <del>cancelled</del> <b>withdrawn</b> . Each student shall receive from his/her instructors a grade in each course for which he/she is enrolled at the close of the session. This grade shall indicate the student's achievement with respect to the objectives of the course.
B. Semester Grades (University Senate Document 76-7, as amended and approved, February 21, 1977, and University Senate Document 96-8, April 28, 1997.)	B. Semester Grades (University Senate Document 76-7, as amended and approved, February 21, 1977, and University Senate Document 96-8, April 28, 1997.)
The following grades shall be available to be	The following grades shall be available to be

assigned by the instructors and reported when they are called for by the registrar:

1. For Credit Courses

A+, A: Highest passing grade.

A-  
B+  
B  
B-  
C+  
C  
C-  
D+

D-: Lowest passing grade; marginally passing minimal objectives of the course.

E: Conditional failure; failure to achieve minimum objectives, but only to such limited extent that credit can be obtained by examination or otherwise without repeating the entire course. This grade represents failure in the course unless and until the record is duly changed within one semester. It cannot be improved to a grade higher than D. (See section E.) When an instructor reports a grade of E, he/she shall file in the departmental office a statement of what is required of the student to receive the passing grade.

F: Failure; failure to achieve minimal objectives of the course. The student must repeat the course satisfactorily in order to establish credit in it.

2. For Credit Courses Taken under Pass/Not-Pass Option

P: Passing grade; equivalent to grade A, B, or C.  
N: Not passing.

3. For Zero Credit Courses (including thesis research but not including laboratory portions of courses in which, for purposes of scheduling, separate course designations are used for the laboratory section).

S: Satisfactory; meets course objectives.  
U: Unsatisfactory; does not meet course objectives.  
AU: Audit Grade; does not meet degree objectives.

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1. For Credit Courses

A+, A: Highest passing grade.

A-  
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C  
C-  
D+

D-: Lowest passing grade; marginally passing minimal objectives of the course.

E: Conditional failure; failure to achieve minimum objectives, but only to such limited extent that credit can be obtained by examination or otherwise without repeating the entire course. This grade represents failure in the course unless and until the record is duly changed within one semester. It cannot be improved to a grade higher than D. (See section E.) When an instructor reports a grade of E, he/she shall file in the departmental office a statement of what is required of the student to receive the passing grade.

F: Failure; failure to achieve minimal objectives of the course. The student must repeat the course satisfactorily in order to establish credit in it.

2. For Credit Courses Taken under Pass/Not-Pass Option

P: Passing grade; equivalent to grade A+, A-, A, B+, B, B-, C+, C or C-.  
N: Not passing.

3. For Zero Credit Courses (including thesis research but not including laboratory portions of courses in which, for purposes of scheduling, separate course designations are used for the laboratory section).

S: Satisfactory; meets course objectives.  
U: Unsatisfactory; does not meet course objectives.  
AU: Audit Grade; does not meet degree objectives.

NS: Not Submitted; assigned when a grade is not submitted by the instructor.

4. For Incomplete Work, Either Credit or Noncredit (University Senate Document 83-8, March 26, 1984; revised by University Senate Document 97-7, April 27, 1998, and University Senate Document 00-5, March 19, 2001)

A grade of incomplete is a record of work that was interrupted by unavoidable absence or other causes beyond a student's control, which work was passing at the time it was interrupted and the completion of which does not require the student to repeat the course in order to obtain credit. The incomplete grade is not to be used as a substitute for a failing grade. The incomplete may also be used to delay the awarding of a grade in courses (e.g., self-paced courses, mastery courses, and practicums) the completion of which normally requires one semester, but the structure of which allows specified additional time. An instructor may consult with the dean of students to determine whether the circumstances may warrant a grade of incomplete. When an instructor reports a grade of incomplete, he/she shall file in the departmental office registrar's form 60 stating the reasons for the grade and what is required of the student to achieve a permanent grade. He/She shall also indicate the grade the student has earned on the work completed, and the weight to be given to the remainder of the work in computing a final, permanent grade. The student must achieve a permanent grade in the course no later than the 12th week of the second subsequent semester of enrollment, or the incomplete grade will revert to a failing grade. (See section F.) If the student is not enrolled for a period of three years following the semester in which the incomplete is given, then the incomplete grade will be permanent. The grade will not revert to a failing grade, nor will the student be able to earn credit for the course by completing the work.

Appropriate incomplete grades for courses are as follows:

I: Incomplete; no grade; the student was enrolled in a credit course under

NS: Not Submitted; assigned when a grade is not submitted by the instructor.

4. For Incomplete Work, ~~Either Credit or Noncredit~~ (University Senate Document 83-8, March 26, 1984; revised by University Senate Document 97-7, April 27, 1998, and University Senate Document 00-5, March 19, 2001)

A grade of incomplete is a record of work that was interrupted by unavoidable absence or other causes beyond a student's control, which work was passing at the time it was interrupted and the completion of which does not require the student to repeat the course in order to obtain credit. The incomplete grade is not to be used as a substitute for a failing grade. The incomplete may also be used to delay the awarding of a grade in courses (e.g., self-paced courses, mastery courses, and practicums) the completion of which normally requires one semester, but the structure of which allows specified additional time. An instructor may consult with the dean of students to determine whether the circumstances may warrant a grade of incomplete. When an instructor reports a grade of incomplete, he/she shall file in the departmental office registrar's form 60 stating the reasons for the grade and what is required of the student to achieve a permanent grade. ~~He/She~~ **The instructor** shall also indicate the grade the student has earned on the work completed, and the weight to be given to the remainder of the work in computing a final, permanent grade. The student must achieve a permanent grade in the course no later than **one year after the incomplete is given** ~~the 12th week of the second subsequent semester of enrollment~~, or the incomplete grade will revert to a failing grade. (See section F.) ~~If the student is not enrolled for a period of three years following the semester in which the incomplete is given, then the incomplete grade will be permanent. The grade will not revert to a failing grade, nor will the student be able to earn credit for the course by completing the work.~~

**A student will not be permitted to enroll in a course in a future semester for a course in which they have a current I, PI, or SI grade.**

<p>the regular grade option.</p> <p>PI: Incomplete; no grade; same as I except that the student was enrolled in a credit course under the pass/not-pass option. (See Section C.)</p> <p>SI: Incomplete; no grade; same as I except that the student was enrolled in a zero credit course.</p> <p>C. Pass/Not-Pass Option</p> <p>In order to provide students with the opportunity to broaden their educational foundations with minimum concern for grades, an alternative grading system, the pass/not-pass option, is established. Students will register for the pass/not-pass option in accordance with "Academic Regulations and Procedures: Registration and Course Assignment," section A (University Senate Document 73-6, January 28, 1974).</p> <p>a. The option is open to all students in the University subject to the regulations of the school in which the student is enrolled. In particular, the school will specify under what conditions a course that is passed under this option may be used to satisfy its graduation requirements. A department or school may specify that certain courses intended only for students in that department or school are available only on the pass/not-pass option (University Senate Document 75-10, as amended and approved, April 19, 1976).</p> <p>b. Subject to the regulations of his/her school, a student may elect this option in any course that does not already appear on his/her academic record and in which he/she is otherwise eligible to enroll for credit with letter grade. A student may not elect this option for more than 20 percent of the total credit hours required for graduation.</p> <p>c. The registrar's class roster will indicate which students have elected this option.</p> <p>d. A student who is enrolled in a course under this option has the same obligations as those who are enrolled</p>	<p>Appropriate incomplete grades for courses are as follows:</p> <p>I: Incomplete; no grade; the student was enrolled in a credit course under the regular grade option.</p> <p>PI: Incomplete; no grade; same as I except that the student was enrolled in a credit course under the pass/not-pass option. (See Section C.)</p> <p>SI: Incomplete; no grade; same as I except that the student was enrolled in a zero credit course.</p> <p>C. Pass/Not-Pass Option</p> <p>In order to provide students with the opportunity to broaden their educational foundations with minimum concern for grades, an alternative grading system, the pass/not-pass option, is established. Students will register for the pass/not-pass option in accordance with "Academic Regulations and Procedures: Registration and Course Assignment," section A (University Senate Document 73-6, January 28, 1974).</p> <p>a. The option is open to all students in the University subject to the regulations of the school in which the student is enrolled. In particular, the school will specify under what conditions a course that is passed under this option may be used to satisfy its graduation requirements. A department or school may specify that certain courses intended only for students in that department or school are available only on the pass/not-pass option (University Senate Document 75-10, as amended and approved, April 19, 1976).</p> <p>b. Subject to the regulations of his/her school, a student may elect this option in any course that does not already appear on his/her academic record and in which he/she is otherwise eligible to enroll for credit with letter grade. A student may not elect this option for more than 20 percent of the total credit hours required for graduation.</p> <p>c. The registrar's class roster will indicate which students have elected this option.</p> <p>d. A student who is enrolled in a course</p>
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<p>in the course for credit with letter grade. When the instructor reports final grades in the course, he/she will report that any such student who would have earned a grade of A, B, or C has passed the course, and that any other such student has not passed. The registrar will make an appropriate notation on the student's academic record in place of a letter grade, but will not use the course in computing grade indexes.</p> <p>D. Directed Grades (University Senate Document 83-8, March 26, 1984; amended by University Senate Document 01-3, November 19, 2001)</p> <p>The registrar is directed to record the following grades and symbols under special circumstances in lieu of semester grades. The registrar may request from the faculty such information as he/she needs and on such forms as the registrar shall prescribe.</p> <p>W: Withdrew; a record of the fact that a student was enrolled in a credit course and withdrew from the course after the second week.</p> <p>WF: Withdrew Failing; a record of the fact that a student, with a classification of 3 or higher, was enrolled in a credit course and withdrew from the course after the fourth week at which time, according to a statement from the instructor, the student was not passing in his/her work. This grade does not affect index computations. A grade of WF may be directed by the Committee on Scholastic Delinquencies and Readmissions.</p> <p>WN: Withdrew Not Passing; the same as WF for a credit course taken under the pass/not-pass option.</p> <p>WU: Withdrew Unsatisfactory; the same as WF for a zero credit course.</p> <p>IF: Unremoved Incomplete-Failing; for a credit course in which a student received an I grade, a directed record of the student's failure to achieve a permanent grade by the 12th week of the second subsequent semester of enrollment. This grade counts in all respects as a failing grade.</p> <p>IN: Unremoved Incomplete-Not Passing; for a credit course taken under the pass/not-pass option and in which the student received a PI grade. The same as an IF grade except that it</p>	<p>under this option has the same obligations as those who are enrolled in the course for credit with letter grade. When the instructor reports final grades in the course, he/she will report that any such student who would have earned a grade of <b>A+</b>, <b>A</b>, <b>A-</b>, <b>B+</b>, <b>B</b>, <b>B-</b>, <b>C+</b>, <b>C</b>, or <b>C-</b> has passed the course, and that any other such student has not passed. The registrar will make an appropriate notation on the student's academic record in place of a letter grade, but will not use the course in computing <b>G.P.A. grade indexes</b>.</p> <p>D. Directed Grades (University Senate Document 83-8, March 26, 1984; amended by University Senate Document 01-3, November 19, 2001)</p> <p>The registrar is directed to record the following grades and symbols under special circumstances in lieu of semester grades. The registrar may request from the faculty such information as he/she needs and on such forms as the registrar shall prescribe.</p> <p>W: Withdrew; a record of the fact that a student was enrolled in a credit course and withdrew from the course after the <del>second</del> <b>first</b> week. <b>(This is pending approval of change to drop/add dates)</b></p> <p>WF: Withdrew Failing; a record of the fact that a student <del>with a classification of 3 or higher,</del> was enrolled in a credit course and withdrew from the course after the fourth week at which time, according to a statement from the instructor, the student was not passing in his/her work. This grade does not affect <b>G.P.A. index</b> computations. A grade of WF may be directed by the Committee on Scholastic Delinquencies and Readmissions.</p> <p>WN: Withdrew Not Passing; the same as WF for a credit course taken under the pass/not-pass option.</p> <p>WU: Withdrew Unsatisfactory; the same as WF for a zero credit course.</p> <p>IF: Unremoved Incomplete-Failing; for a credit course in which a student received an I grade, a directed record of the student's failure to achieve a permanent grade before <b>the end of one year after the Incomplete was given by the 12th week of the second subsequent semester of enrollment</b>. This grade counts in all respects as a failing grade.</p>
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<p>does not affect index computations.</p> <p>IU: Unremoved Incomplete-Unsatisfactory; for a zero credit course in which a student received an SI grade. The same as an IF grade except that it does not affect index computations.</p> <p>IX: Permanent Incomplete; if the student is not enrolled for a period of three years following the semester in which the incomplete is given, then the incomplete grade will be permanent. The grade will not revert to a failing grade, nor will the student be able to earn credit for the course by completing the work.</p> <p>E. Improvement of E Grade (University Senate Document 76-7, as amended and approved, February 21, 1977)</p> <p>A student who receives a grade of E may request the opportunity to improve the grade provided that he/she can complete special requirements by the time he/she completes another semester enrollment. A student who successfully achieves all minimal objectives in the course will receive a grade of D. The value of the D grade shall replace the E grade in the computation of future graduation indexes. If the student fails to achieve within the specified time a D grade in any course for which he/she received a grade of E, it shall become the permanent grade and the registrar shall not thereafter honor a request to change that grade. However, on the recommendation of the head of the student's school and the approval of the department head, the time for accomplishing this improvement may be extended. Certification of the improvement of an E grade to a D grade shall be reported on such forms as the registrar shall prescribe. The D grade shall be added to the permanent academic record and reported to the student no later than his/her next grade report.</p> <p>F. Completion Grades (University Senate Document 83-8, March 26, 1984)</p> <p>A student who receives a grade of I, PI, or SI in a course and who successfully completes his/her work in the time interval specified by the instructor, but no later than the 12th week of the second subsequent semester of enrollment, will receive from the instructor whatever permanent grade his/her work would have deserved if it had been completed on time. The value of the</p>	<p>IN: Unremoved Incomplete-Not Passing; for a credit course taken under the pass/not-pass option and in which the student received a PI grade. The same as an IF grade except that it does not affect <del>index</del><b>G.P.A.</b> computations.</p> <p>IU: Unremoved Incomplete-Unsatisfactory; for a zero credit course in which a student received an SI grade. The same as an IF grade except that it does not affect <del>index</del><b>G.P.A.</b> computations.</p> <p><del>IX: Permanent Incomplete; if the student is not enrolled for a period of three years following the semester in which the incomplete is given, then the incomplete grade will be permanent. The grade will not revert to a failing grade, nor will the student be able to earn credit for the course by completing the work.</del></p> <p>E. Improvement of E Grade (University Senate Document 76-7, as amended and approved, February 21, 1977)</p> <p>A student who receives a grade of E may request the opportunity to improve the grade provided that he/she can complete special requirements by the time he/she completes another semester enrollment. A student who successfully achieves all minimal objectives in the course will receive a grade of D. The value of the D grade shall replace the E grade in the computation of future <del>graduation indexes</del><b>G.P.A.s</b>. If the student fails to achieve within the specified time a D grade in any course for which he/she received a grade of E, it shall become the permanent grade and the registrar shall not thereafter honor a request to change that grade. However, on the recommendation of the head of the student's school and the approval of the department head, the time for accomplishing this improvement may be extended. Certification of the improvement of an E grade to a D grade shall be reported on such forms as the registrar shall prescribe. The D grade shall be added to the permanent academic record and reported to the student no later than his/her next grade report.</p> <p>F. Completion Grades (University Senate Document 83-8, March 26, 1984)</p> <p>A student who receives a grade of I, PI, or SI in a course and who successfully completes his/her work in the time interval specified by the instructor, but no later than</p>
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final grade resulting from the late completion of the course requirements shall be incorporated in future cumulative GPAs. If the student fails to achieve within the specified time a permanent grade in any course for which he/she received a grade of I, PI, or SI, the registrar shall record a permanent grade of IF, IN, or IU for the grade of I, PI, or SI, respectively. The value of an IF grade shall be incorporated in future cumulative GPAs. If the student repeats the course within two subsequent semesters of enrollment, the original grade of Incomplete shall not revert to a failing grade. The value of a completion grade or an IF grade shall not be included in Graduate School index computation if the original grade of Incomplete was received while the student was enrolled as an undergraduate.

The registrar shall not honor a request to extend the time for completing the course requirements except when such a request is prompted by causes beyond the student's control, and a documented explanation of the circumstances is submitted to the registrar along with the recommendation of the head of the student's school and the approval of the department head.

Requests for the addition of a permanent grade to the record shall be submitted on such forms as the registrar shall prescribe. Any addition of grade as provided in this section shall be entered on the student's permanent academic record and be reported to the student no later than his/her next grade report.

#### G. Grade Corrections

An instructor who discovers that an erroneous grade was reported for a student shall immediately submit to the registrar a statement, countersigned by the department head, of what retroactive correction is to be made. A correction of grade should be reported to the registrar within 30 days after the start of the regular semester following the session in which the erroneous grade was reported. Any correction reported after this time must be accompanied by the instructor's explanation for the delay in reporting in addition to the approval of the department head, unless the grade change is the result of a grade appeal. When a grade correction is recorded, the appropriate semester and graduation indexes will be

~~one calendar year after the I grade was given the 12th week of the second subsequent semester of enrollment, will receive from the instructor whatever permanent grade his/her work would have deserved if it had been completed on time regardless of the student's enrollment status.~~ The value of the final grade resulting from the late completion of the course requirements shall be incorporated in future cumulative GPAs. If the student fails to achieve within the specified time a permanent grade in any course for which he/she received a grade of I, PI, or SI, the registrar shall record a permanent grade of IF, IN, or IU for the grade of I, PI, or SI, respectively. The value of an IF grade shall be incorporated in future cumulative GPAs. ~~If the student repeats the course within two subsequent semesters of enrollment, the original grade of Incomplete shall not revert to a failing grade. The value of a completion grade or an IF grade shall not be included in Graduate School index computation if the original grade of Incomplete was received while the student was enrolled as an undergraduate.~~

The registrar shall not honor a request to extend the time for completing the course requirements except when such a request is prompted by causes beyond the student's control, and a documented explanation of the circumstances is submitted to the registrar along with the recommendation of the head of the student's school and the approval of the department head.

Requests for the addition of a permanent grade to the record shall be submitted on such forms as the registrar shall prescribe **regardless of the student's enrollment status.** Any addition of grade as provided in this section shall be entered on the student's permanent academic record and be reported to the student ~~no later than his/her next grade report.~~ (with myPurdue no reporting is needed as it's automatically available to the student.)

#### G. Grade Corrections

An instructor who discovers that an erroneous grade was reported for a student shall immediately submit to the registrar a statement, countersigned by the department head, of what retroactive correction is to be made. A correction of grade should be

<p>corrected (University Senate Document 79-4, November 19, 1979).</p> <p>H. Current Reports on Grades</p> <p>At the end of the seventh week of a full semester, the registrar shall call for reports from the faculty on all students enrolled in a course whose work up to that time is not clearly passing. The instructor shall make his/her report directly to the student with copies for distribution by the registrar.</p> <p>I. Final Grade Report</p> <p>At the end of each session, a final report will be made by the instructor for each student enrolled in a given class in accordance with the conditions of the registration and following instructions issued by the registrar. The complete record for the session will then be reported to the student, to the head of the school, and to such other designated parties as may be entitled to the report.</p>	<p>reported to the registrar within 30 days after the start of the <del>regular</del> fall, spring or summer semester following the <del>session</del> semester in which the erroneous grade was reported. Any correction reported after this time must be accompanied by the instructor's explanation for the delay in reporting in addition to the approval of the department head, unless the grade change is the result of a grade appeal. When a grade correction is recorded, the appropriate semester and <del>overall G.P.A. graduation indexes</del> will be corrected (University Senate Document 79-4, November 19, 1979).</p> <p><del>H. Current Reports on Mid-Term Grades</del></p> <p><del>Between the beginning of the fifth week and the end of the seventh week, all students enrolled in 10000-29999 level and those approved for foundational courses shall be provided graded feedback by their faculty. These grades will not become part of the permanent record. At the end of the seventh week of a full semester, the registrar shall call for reports from the faculty on all students enrolled in a course whose work up to that time is not clearly passing. The instructor shall make his/her report directly to the student with copies for distribution by the registrar.</del></p> <p>I. Final Grade Report</p> <p><del>At the end of each session semester, A final report will be made by the instructor for each student enrolled in a given class in accordance with the conditions of the registration and following instructions issued by the registrar. The complete record for the session semester will then be reported to the student, to the head of the school, and to such other designated parties as may be entitled to the report.</del></p>
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Respectfully submitted on behalf of the Purdue University Senate Educational Policy Committee,

Hal Kirkwood  
 Chair, Educational Policy Committee  
 Purdue University Senate

**Approving:**  
 Danita M. Brown

**Disapproving:**

**Absent:**

James R. Daniel  
Jennifer L. Dennis  
Frank J. Dooley  
Teresa Taber Doughty  
Peggy A. Ertmer  
Evangeline Flick  
Christine A. Hrycyna  
Hal P. Kirkwood  
Robert A. Kubat  
Martin A. Lopez-de-Bertodano  
Craig L. Miller  
Lindsey Payne  
Kyle Pendergast  
Thomas H. Siegmund  
A. Dale Whittaker