

Grade change policy – revisions

Changes to [Grades & Grading Policy \(ACA-66\)](#) warrant re-review of existing grade change policy.

	Current Policy Language	Recommended Revisions	Notes
<i>Student population (scope)</i>	These policies apply to undergraduate students only. Any requests by graduate students for withdrawal after course conclusion are subject to the policies of the specific school.	The provisions in this policy apply to all IUPUI, IUPUC, and IU Fort Wayne students in all units, including undergraduate, graduate, and professional programs, unless expressly identified as applying to undergraduates only, subject to two principles: <ul style="list-style-type: none"> • Units with graduate or professional programs may adopt or modify any provisions, including grade change deadlines, as appropriate to their programs, in consultation with the chief academic affairs officer and registrar of the campus administering the program. • Nothing in this policy is intended to override accreditation standards that may require academic units to vary from its terms. 	In practice, graduate programs have followed this policy and many have asked for more formal graduate policy to use as a resource. This language matches ACA-66 revised language which expands the scope of the policy to graduate/professional while still leaving room for those programs to modify as needed. Only other addition is inclusion of IUPUC and IU Fort Wayne.
<i>Types of Grade Changes</i>	This policy refers to requests for change of grade, grade discrepancies, or grade disputes following the conclusion of the course and not requests for withdrawals after the conclusion of the course.	Outlines the four 'types' of grade changes: <ul style="list-style-type: none"> ❖ I. Grade change corrections ❖ II. Grade change appeals ❖ III. Withdrawal after conclusion of course due to extenuating circumstances ❖ IV. Removal of I/R grades 	Introducing 4 major types of grade changes which have unique timelines for submission and are all subject to grade change auditing procedures.
<i>Alternatives for UGRD</i>	Other options, such as grade forgiveness, grade replacement and probationary readmission are possible alternate methods that students can use to continue their education.	Undergraduate students may pursue other options such as Fresh Start through Academic Renewal or grade replacement to raise their GPA. Certain restrictions apply. Students must consult with their academic advisors to determine eligibility for those policies.	Revised statement reflects new Fresh Start policy; adds mention of disclaimer and connection to advising.

<p><i>Retroactive Withdrawal Policy</i></p>	<p>This policy refers to requests for change of grade, grade discrepancies, or grade disputes following the conclusion of the course and not requests for withdrawals after the conclusion of the course.</p>	<p>Current policy actually DOES include entire retro-withdrawal policy so statement is inaccurate.</p>	<p>Next year (22-23) recommend reviewing stand-alone withdrawal policy.</p> <p>In the meantime, a retroactive withdrawal request follows all grade change procedures and are subject to grade change auditing so needs to be included in this policy.</p>
<p><i>Timeline for submission</i></p>	<p>Petitions for changes of grades from concluded courses older than five years will not be considered!</p>	<p>Outlining unique deadlines associated with each grade change type:</p> <ul style="list-style-type: none"> • Grade Corrections: corrected grades period • Grade Appeals: 1 year • Retroactive W: 5 years • Removal of I/R: at any time 	<p>In practice, appeals have been required only after corrected grades period.</p> <p>ACA-66 states: "All campus policies must include the requirement that grade appeals must be submitted within one year from the end of the term in which the grade was entered." Must be updated in our policy. UFC committee wanted 1 year deadline to match Records Retention Schedule for final exams/graded coursework BUT campus still has autonomy to outline exceptions timelines.</p>
<p><i>Examples of > 5 year circumstances</i></p>	<p>Academic units may make an exception only if an extremely serious and documented circumstance (e.g., coma, unmanageable schizophrenia, etc.) literally prevents the student from filing the petition within the five-year period.</p>	<p>Units may make an exception to the five-year window only if an extremely serious and documented circumstance literally prevents the student from filing the petition during that time. Approved exceptions are extremely rare.</p>	<p>Removed reference to 'coma, unmanageable schizophrenia'. Other IU campuses list examples like: prolonged hospitalization, military deployment. Want to provide units with flexibility to look at student-specific circumstances.</p>
<p><i>Where does appeal go?</i></p>	<p>...the student may appeal the course grade following the procedures established by awarding academic unit.</p>	<p>The grade appeal process will follow the procedures of the unit in which the student earned the grade, not the major to which the student belongs.</p>	<p>Clarifying where an appeal goes when submitted.</p>
<p><i>Removal of I or R grades</i></p>	<p>No mention in current policy.</p>	<p>Adding this section to be transparent about this type of grade change.</p>	<p>Stand-alone policy on incomplete grades was merged into ACA-66. Language pulled from updated policy.</p>

<p><i>Authorizations</i></p>	<p>Current policy refers to decisions being made 'by schools'.</p>	<p>Grade change requests should be initiated by the instructor of record through eGrade Change workflow. The principal administrator of the unit offering the course must approve the change. A grade may also 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.</p>	<p>Add ACA-66 language on who can change grade and under what circumstances. New section added to the policy makes this more transparent.</p>
<p><i>Process</i></p>	<p>Outlines submission of petition and distribution to units by Registrar. Decisions made by units and states student will be notified.</p>	<p>Expand process to include initiation of actual change of grade by instructor or admin initiator. Also includes responsibility of department to retain supporting docs per the university retention schedule.</p>	<p>ACA-66 includes mention of records retention, but introduces confusion for non-academic appointees. Including retention schedule into our policy ensures this applies to all schools and all types of instructors.</p>