

Grade Submissions, Posting, Changes

BL-ACA-H34

About This Policy

Effective Dates:

02-17-1953

Last Updated:

11-13-1984

Responsible University Office:

Office of the Vice Provost for Undergraduate Education

Scope

All academic units on the Bloomington campus.

Policy Statement

Preprinted Grades

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.

(Approved: Faculty Council 5/18/65)

Grade Changes

Once a grade sheet has been received by the Office of Records and Admissions (now the Office of the Registrar), no grade (except that of Incomplete (I), Condition (E), and Deferred (R) contained thereon 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.

(Approved: Faculty Council 2/17/53)

Final Grade Submission

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.

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.

(Approved: UFC 3/26/85; BFC 11/13/84)

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.

(Approved: Faculty Council 5/15/56)

Summary Grade Reports to Instructors

As soon as possible after the close of the fall and spring semester, the Office of Records and Admissions (now the Office of the Registrar) shall distribute to each instructional unit on this campus a printout indicating the number of undergraduates enrolled, the number of GPA grades, the percent of each GPA grade, the number of P's, I's,

and W's, and the GPA for each undergraduate course or section offered in that department or school (if there is no departmental level) in the preceding semester. All instructors are to have access to these print-outs. Instructors in undergraduate courses use a grading system which includes plus and minus grades as well as straight grades (except that there be no A+) for all undergraduate course records, and that, the Registrar compute numerical grades for plus and minus grades when computing GPA's. (4.0, 3.7, 3.3, 3.0, 2.7, 2.3, 2.0, 1.7, 1.3, 1.0, 0.7, 0.0). (Approved: BFC 3/16/76; Amended: 3/10/79)

Related Information

[BL-ACA-H30 Grades and Grading](#)