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Indiana University South Bend Grade Replacement Policy

GENERAL CONSIDERATIONS

The IUSB Grade Replacement Policy modifies the current Indiana University Faculty Council FX policy by broadening the replacement option to courses in which a student receives *any* grade rather than only the grade of F. The purpose of this expansion is to allow an IUSB student who has done poorly in a course, even if he or she has not failed the course, to repeat the course and remove the weight of the earlier grade from the student's cumulative grade point average. This modified grade replacement policy applies only to courses taken on the IUSB campus. Courses taken on other IU campuses can still be replaced but only under the old system, that is, only if the original grades in those courses were F's. This grade replacement policy follows the IU system's general rule that a student can replace (i.e., "FX") a maximum of three courses or a maximum of 10 credit hours (whichever comes first). Any courses "FX"d prior to the fall of 2004 are included in this 10-credit-hour maximum. A student can repeat a course for which grade replacement is sought only once.

A student who wishes to apply for grade replacement should obtain the approval of his or her academic unit. Some IUSB academic units may not honor the grade replacement policy when they consider, for example, admission to the academic unit, the granting of honors and academic distinction, and other matters. Therefore, each student would be well advised to check beforehand with his or her academic unit regarding the rules and restrictions that may apply. Furthermore, every student should recognize that other higher education institutions may not honor this grade replacement policy. Some particularly competitive undergraduate programs and most graduate-level programs in medicine, law, and other fields may use the original grades for the purposes of determining the grade point average required for admission.

THE IUSB GRADE REPLACEMENT POLICY

This policy takes effect in fall 2004. The grade replacement option discussed in this document is subject to the following considerations:

1. The IUSB grade replacement policy applies to undergraduate courses taken by a student who has not yet completed a bachelor's degree. If a bachelor's degree has been awarded, in no case may a grade be replaced for a course taken prior to the awarding of that degree.
2. Under this policy, a student can replace the grades in any courses taken at IUSB, except courses in which the student received the grades of "W," "I," or "NC." However, courses taken at any other Indiana University campuses can be replaced only if a student received the grade of "F."

3. A student may exercise the grade replacement policy for a maximum of 10 credit hours. The 10-credit-hour limit includes any courses previously replaced under the FX policy prior to 2004 and any previously “FX”d courses that have been approved for academic renewal. A student may exercise the grade replacement policy only once for a single course.

4. Grade replacement under this policy ordinarily is available for undergraduate courses with fixed credits and fixed topics. The course in which the student re-enrolls should be the same course for which grade replacement is being sought. Grades in courses that have different titles or variable topics may be replaced only if the content in both courses is the same. In such cases, a student may petition to replace a grade in one course with the grade earned in another course, provided the two courses are equivalent. To determine equivalence, a comparison of course descriptions alone is not adequate. In making this determination, the faculty shall apply the same criteria as used in evaluating courses for transfer purposes.

5. Once invoked, a student may not subsequently request reversal of the grade replacement granted as to a particular course.

6. Subject to the restrictions set out in earlier paragraphs, a student’s receipt of academic renewal does not preclude the use of grade replacement for work taken subsequent to the granting of academic renewal.

7. Grade replacement does not happen automatically. A student who wishes to repeat a course in order to replace the grade must obtain the approval of his or her academic unit prior to repeating the course. It is the student's responsibility to notify the academic unit that the course has been taken a second time and that the student wishes to exercise the grade replacement option. After the final grades for the semester have been processed, the student must request that the academic unit submit the appropriate paper work to the IUSB Registrar for processing.

8. This policy merely excludes certain grades from the calculation of the cumulative grade point average (GPA). All grades will remain a part of a student’s academic record; a notation on the transcript will indicate if a grade is not included in the GPA calculation. In determining admission, the granting of honors and academic distinction, and other matters, each academic unit may use a GPA calculation that does not honor grade replacement as spelled out in this policy. The GPA earned after grade replacement has occurred will be subject to each academic unit’s rules regarding academic probation and dismissal. In short, each academic unit retains the right to consider, for internal purposes, a student’s complete academic record.

9. Enforcement of the grade replacement policy shall be the responsibility of the academic unit that certifies a student’s fulfillment of degree requirements. Problems relating to the policy shall be referred to the academic unit’s dean or the administrator fulfilling the equivalent responsibility on campus.

10. IUSB joins all other campuses in honoring the principle that the grade policies on the degree-granting campus are applicable to each student. Hence, if an IUSB student transfers to another campus with a different grade replacement policy, IUSB will honor requests from that campus, on behalf of the student, to replace a grade earned at IUSB. Were the student to return to IUSB for graduation, however, such a course exclusion may not apply.

Proposed by the Academic Affairs Committee, April 16, 2004.

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Ratified by the IUSB Academic Senate, _____, 2004.