

Proposed Policy: Grading as it Impacts Repeating Courses

- Proposed policy clarifies policy related to repeating courses (#8)
 - Clarified that the most recent grade (not the second) for courses taken and repeated at ISU will be used in calculating cumulative GPA, with previous grades replaced up to 18 designated repeat credits.
 - Dropped section referring to students repeating courses previously taken at another institution and repeated at ISU would count towards the 18-credit repeat limit. Added statement that courses taken at other institutions do not impact the 18-credit repeat limit (related to change in transfer deficiency policy).
 - Clarified that if a student repeats a course at another institution that was previously taken at ISU, the grade for ISU coursework would not change, but the transferred course could be used to meet graduation requirements.
- Proposed changes for sections of current policy are highlighted in yellow with specific edits in blue font for the proposed policy.

Grading – Policy Information	
Catalog URL: Grading Iowa State University Catalog (iastate.edu)	
Current Policy	Proposed Policy
1. Student performance or status is recorded by the grades and marks described below. A student's grade point average is calculated on the basis of credits earned at Iowa State with the grades and quality points shown below. Credits earned with P, S, or T are not used in calculating the grade point average but may be applied toward meeting degree requirements. A cumulative grade point average of 2.00 is required for a bachelor's degree.	1. Student performance or status is recorded by the grades and marks described below. A student's grade point average is calculated on the basis of credits earned at Iowa State with the grades and quality points shown below. Credits earned with S, P, NP, or T are not used in calculating the grade point average but may be applied toward meeting degree requirements. A cumulative grade point average of 2.00 is required for a bachelor's degree.
2. Students who want to protest a grade submitted by an instructor should follow the procedures described in the section, Academic Grievances and Appeals.	2. Students who want to protest a grade submitted by an instructor should follow the procedures described in the section Academic Grievances and Appeals.
3. Incomplete Marks - If the instructor and student agree that an Incomplete is appropriate, they should complete an <u>Incomplete (I) Contract</u> (downloadable from the Office of the Registrar forms website) to document the reason for the I, the requirements for resolving it, and the date by which it must be resolved, not to exceed one calendar year or the student's graduation term (whichever is earlier). If the student is not available to sign the Incomplete (I) Contract, the instructor must document the conditions for the	3. Incomplete Marks - If the instructor and student agree that an Incomplete is appropriate, they should complete an <u>Incomplete (I) Contract</u> (downloadable from the Office of the Registrar forms website) to document the reason for the I, the requirements for resolving it, and the date by which it must be resolved, not to exceed one calendar year or the student's graduation term (whichever is earlier). If the student is not available to sign the Incomplete (I) Contract, the instructor must document the conditions for the

<p>Incomplete by communicating directly with the student by e-mail or postal mail. A copy of this communication must be retained by the instructor until after the I is resolved in case there are any questions in the future regarding the terms of the Incomplete. The instructor also needs to enter the Incomplete (I) electronically as part of the end of term final grade submission.</p> <p>Resolving an Incomplete: When a student completes the requirements specified on the Incomplete Contract, the instructor submits the appropriate grade, which becomes part of the student's cumulative, but not term, grade-point average. The grade does not replace the I on the record. The I remains on the record for the applicable term.</p> <p>A final course grade, once submitted to the registrar, may not be changed to an Incomplete except to correct an error at the request of the instructor, and with the approval of the instructor's department head and the dean of the instructor's college. The Incomplete (I) Contract should be used by the instructor to document the conditions for the Incomplete as specified above. The Grade Report to the Registrar form should be used to initiate the request to change the grade to an Incomplete. The Grade Report form should be completed and forwarded by the instructor to his/her Dean for approval. The Dean will forward the Grade Report form to the Office of the Registrar if approved.</p> <p>Incompletes in all courses must be resolved by the middle of the student's term of graduation. Repeating a course will not resolve an I mark. A mark of I will automatically change to a grade of F after one calendar year (whether or not the student was enrolled during the period).</p>	<p>Incomplete by communicating directly with the student by e-mail or postal mail. A copy of this communication must be retained by the instructor until after the I is resolved in case there are any questions in the future regarding the terms of the Incomplete. The instructor also needs to enter the Incomplete (I) electronically as part of the end of term final grade submission.</p> <p>Resolving an Incomplete: When a student completes the requirements specified on the Incomplete Contract, the instructor submits the appropriate grade, which becomes part of the student's cumulative, but not term, grade-point average. The grade does not replace the I on the record. The I remains on the record for the applicable term.</p> <p>A final course grade, once submitted to the registrar, may not be changed to an Incomplete except to correct an error at the request of the instructor, and with the approval of the instructor's department head and the dean of the instructor's college. The Incomplete (I) Contract should be used by the instructor to document the conditions for the Incomplete as specified above. The Grade Report to the Registrar form should be used to initiate the request to change the grade to an Incomplete. The Grade Report form should be completed and forwarded by the instructor to his/her Dean for approval. The Dean will forward the Grade Report form to the Office of the Registrar if approved.</p> <p>Incompletes in all courses must be resolved by the middle of the student's term of graduation. Repeating a course will not resolve an I mark. A mark of I will automatically change to a grade of F after one calendar year (whether or not the student was enrolled during the period).</p>
<p>4. To change a grade or mark already reported to the registrar, the instructor submits the Grade Report to the Registrar form. This form is used for resolving an I with a grade, for correcting an instructor error, or for the late report of a grade.</p>	<p>4. To change a grade or mark already reported to the registrar, the instructor submits the Grade Report to the Registrar form. This form is used for resolving an I with a grade, for correcting an instructor error, or for the late report of a grade.</p>

<p>5. Midterm Grades. The registrar will collect C-, D+, D, D- and F midterm grades and nonattendance notifications from the instructor and report this information to students and their advisors using AccessPlus. In addition to submitting the midterm grades, the instructor is responsible for informing the class of the basis on which they were calculated.</p> <p>The purpose of midterm grades is to provide the student and advisor with a timely warning that the student's academic performance to that point in the course may be lower than desirable. Students who receive midterms are encouraged to discuss their academic performance with the course instructor and their advisor.</p>	<p>5. Midterm Grades. The registrar will collect C-, D+, D, D-, and F midterm grades and nonattendance notifications from the instructor and report this information to students and their advisors using AccessPlus. In addition to submitting the midterm grades, the instructor is responsible for informing the class of the basis on which they were calculated.</p> <p>The purpose of midterm grades is to provide the student and advisor with a timely warning that the student's academic performance to that point in the course may be lower than desirable. Students who receive midterms are encouraged to discuss their academic performance with the course instructor and their advisor.</p>
<p>6. Grades in all courses attempted remain on each student's record. If a course is repeated, the record will show the grade obtained on the initial attempt as well as grades received on subsequent attempts.</p>	<p>6. Grades in all courses attempted remain on each student's record. If a course is repeated, the record will show the grade obtained on the initial attempt as well as grades received on subsequent attempts.</p>
<p>7. The cumulative grade point average is calculated by dividing the total number of quality points earned by the total number of credits in all courses attempted. Grades of S, P, NP, and T are not counted in calculating the grade point average.</p>	<p>7. The cumulative grade point average is calculated by dividing the total number of quality points earned by the total number of credits in all courses attempted. Grades of S, P, NP, and T are not counted in calculating the grade point average.</p>
<p>8. Repeating Courses.</p> <ul style="list-style-type: none"> The most recent grade for a course a student repeats will be used to compute the student's cumulative grade point average rather than the previous grade(s), up to a limit of 18 credits. (This could result in a lowered grade point average if the second grade is lower than the first, or even loss of credit if the grade is lowered to an F). All grades will remain on the student's record. Students may repeat any course for which an F grade, an NP grade, or any passing grade was received. A course initially taken for a grade must be repeated as a graded course. A course initially taken as Pass/Not 	<p>8. Repeating Courses</p> <ul style="list-style-type: none"> The most recent grade for a course a student initially takes and repeats at Iowa State will be used to compute the student's cumulative grade point average rather than the previous grade(s), up to a limit of 18 credits. This could result in a lowered cumulative grade point average if the second most recent grade is lower than the first the previous-previous grade or even loss of credit if the most recent grade earned is lowered to an F). All grades will remain on the student's record. Students may repeat any course for which an F grade, an NP grade, or any passing grade was received. A course initially taken for a grade must be repeated as a graded course. A course initially taken as Pass/Not

Pass may be repeated as a graded or Pass/Not Pass course.

- Beyond the 18 credit limit of repeats, all grades will be included in computing the cumulative grade point average. Please refer to items #1 and #7 above regarding how to calculate the grade point average.
- Courses should be repeated as soon as possible, preferably within three semesters in residence, because of changes that occur with course updating, change in course number, or revision in the number of credits.
- Approval to repeat a course in which the course number or number of credits has changed must be noted on a Designation of Repeated Course form, which can be obtained from departmental offices. This form must be signed by the head of the department offering the course and by the student's advisor, and then taken to the Office of the Registrar. Deadlines for filing repeated course forms for full-semester and half-semester courses are published in the university calendar.
- Transfer students may repeat courses at Iowa State University for which a D or F was received at another institution. They must process a Designated Repeat Form. Such repeated credits will count toward the 18-credit request limit.
- A student who has earned an F at Iowa State University may repeat the course at another institution and the credits earned may be applied toward graduation at Iowa State, but the grade earned will not be used in computing a cumulative grade point average.
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Pass may be repeated as a graded or Pass/Not Pass course.

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- Approval to repeat a course in which the course number or number of credits has changed must be noted on a Designation of Repeated Course form, which can be obtained from departmental offices. This form must be signed by the head of the department offering the course and by the student's advisor, and then taken to the Office of the Registrar. Deadlines for filing repeated course forms for full-semester and half-semester courses are published in the university calendar.
- ~~Transfer students may repeat courses at Iowa State University for which a D or F was received at another institution. They must process a Designated Repeat Form. Such repeated credits will count toward the 18-credit request limit.~~ Courses taken at institutions other than Iowa State University do not impact the 18 credit Designated Repeat limit.
- A student who has earned an F taken a course at Iowa State University may repeat the course at another institution. The credits earned at another institution may be applied toward graduation requirements at Iowa State. However, the grade earned at another institution will not replace the grade earned at Iowa State University or be used in computing a cumulative grade point average.
- Repeated courses may affect Federal or other financial aid. See the [Financial Aid website](#) for further information

<ul style="list-style-type: none">• Repeated courses may affect any federal financial aid. See the Financial Aid website for further information	

ASAC: approved 11/1/2023, 6-0-0

AAC: Approved 11/16/2023, 8-0-0

Background:

In the legacy system, transfer credit for repeated courses is not recorded for all takes, only the best take is captured for new incoming transfer students. This limits the enforcement of this policy for transfer students in legacy systems.

In Workday, we are currently recording all takes on the external institution record, but are not articulating all takes to the academic record. In order to accurately and fully implement this policy, we will need to articulate all takes of transfer courses for new incoming transfer students. This means that transfer students could reach their designated repeat 18-credit limit based on courses repeated at external institutions. Before we move forward with this, we hope to get clarity on the intent of the policy and/or if we'd want to consider a change or clarification to this policy to exclude 'pre-enrollment' coursework from counting toward the 18-credit limit.

Transfer Deficiency Policy (Policy change approved 9/29/22)

- Deficiency quality points from other institutions will not be assessed against the student's record at ISU and not impact academic status