

Grade Change & Incompletes Policy/ Procedure

Auburn University
Office of the Provost

Problems with Grade Changes and Incompletes

- Some problems occurred on campus
- AU Department of Internal Auditing did a review of grade changes and found:

“The academic policy governing grades found in the *AU Bulletin* is ambiguous...A student may receive a grade of IN which automatically becomes an “F” after six months. This “F” (or any other grade) can be changed to another letter grade with no time frame restrictions.”

Outcome/ Process for Drafting

- Drafted new procedures for review.
- Presented the draft procedures to the Deans on February 8, 2007 and they received the draft by email on Feb. 9th. Asked for feedback.
- Presented draft to Associate Dean group the following week.
- Submitted to Academic Standards Committee on February 26, 2007.

Outcome/ Process for Drafting

- Received feedback from Academic Standards, Deans and Associate Deans and re-submitted to Academic Standards Committee on May 18, 2007.
- On May 30th was notified by Academic Standards Committee that policy/ procedures addressed issues and that we could move forward.

Established Grade Change Policy

- From *Bulletin* (p.10):

These policies apply to all students in undergraduate and graduate courses. A final grade may be changed only by written request of the instructor, with approval of the department head and dean, submitted to the Registrar.

New Grade Change Procedures

(includes NR; Excludes IN)

- Grade should be accurate when posted.
- Any grade changes should be made only in extraordinary situations (any change other than those resulting from clerical errors require the approval of the dean).
- Any grade changes must be completed within 6 months of completion of the course.
- Any grade changes outside of this timeframe must also be approved by the Provost.

What's different?

- Timing-

A 6 month limitation; with the possibility of additional time, if approved by the Provost.

Established Incompletes Policy

- From *Bulletin* (p. 10):
- An IN may be assigned at the discretion of the instructor if the student is passing but has not completed all assigned work or taken all scheduled examinations...Making up a final examination in an undergraduate course is allowed at the discretion of the instructor when there is a documented excuse for the absence.

Established Incompletes Policy

- Because an IN will be calculated as an F for undergraduates until it is cleared, it is to the student's benefit to clear the IN quickly; if not cleared within six months of the date the IN was awarded, regardless of the residence status of the student, the IN will become an F.

New Incompletes Process

(excludes Distance Education courses)

- Student (or appropriate representative) must contact the faculty member prior to the last day of scheduled class to request a grade of Incomplete due to documented reason (illness/ death in family/ etc.).
- If a student does not request an IN, the faculty member should grade the student based upon the work completed to date and using a 0 for any exams/ assignments not completed.
- To be eligible for a grade of IN, the student must have completed (and have passed) more than half of all class assignments for semester.

New Incompletes Process

(excludes Distance Education courses)

- The faculty member must fill out the IN form, indicating:
 - reason for the IN, amount of work completed at the time of submission, additional work needed to complete the course, and timeline to complete the work (6 months maximum; preferably sooner).
- Grades of Incomplete automatically become an F, if not cleared within 6 months.
- If the faculty member assigning a grade of IN leaves Auburn University, the Department Head should make a reasonable attempt to contact the former faculty member and then assign a grade based upon the work presented by the student and the information provided on the IN form.

New Incompletes Process

(excludes Distance Education courses)

- Once an IN has been changed to an F it may not be changed to another grade in the future.
- A grade of IN is calculated as an F (for undergraduate students) until it is cleared.
- Documentation of class work must be maintained by the student and of the IN form by the student, faculty and Registrar.

What's different?

- A defined process for determining eligibility for an IN;
- And, a form.

New Policy for Academic Signature Authority

- For all academic issues requiring Dean's signature, only Deans or Associate Deans may sign. (No signature stamps. Any paperwork with a signature stamp will be returned.) If Deans need to delegate signature authority to any other individual (Director of Student Service, for example), a letter must be on file with the Registrar and Provost.