

## GRADES

In Fall 2016 the [Faculty Senate](#) approved changes to the grading system. These changes are in effect and appear in the academic catalog. The majority of courses include either a pass/fail grading option or a standard grading system; the following table provides the grades and numeric values that comprise the standard grading system:

Grade	Points Per Credit Hour
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
D	1.00
F	0.00

Through this grading scale, the faculty intend to reduce student confusion about what constitutes a passing grade, align the grading scale with majors that require students to earn a minimum grade of “C” in prerequisite courses, and minimize barriers to graduation. Since this grading scale does not include percentages, faculty should use professional judgment to determine percentages relative to letter grades and are encouraged to discuss the implications of this change with their colleagues and department chair. The [Center for the Advancement of Teaching](#) remains a resource for you should you have any questions or seek any recommendations.

The Faculty Senate approved an NC grade that became effective Fall 2016. NC indicates that a student received no credit for a class. The grade will appear on the student’s transcript, but the grade will have no impact on a student’s GPA. The Faculty Senate approved this action to minimize the permanent impact on GPA’s that students have as they transition to their university experiences.

New freshmen will be eligible to receive this grade under the following conditions:

1. The student earned a D or an F grade in a UCC (or other qualifying) course during his or her first three terms as an active student.
2. The Office of the Registrar can provide a student with only two NC grades per term; and only four NC grades for the entire undergraduate careers.

The Office of the Registrar will assign NC grades automatically based on the above conditions. However, when a student earns more grades eligible for NC than the Office of the Registrar can assign for any given term or for the student's career, then they will replace F grades before D grades. Through their advisors, students can submit formal requests to restore D grades that the Office of the Registrar replaced with NC.

In some cases, students can elect to take a course for either a letter grade or pass/fail. You should review the grading options for students in your class on your grade roll, and if they have an option, you should encourage students to verify the option they have selected during the first week of classes. After the first week of classes, students cannot change their grading options. Students may also audit courses, in which case an AU grade is recorded on their record. To register for an audit, students must obtain the faculty member's permission. This option is not subject to change.

An F grade is an earned grade. This means that the student attempted the course and did not meet academic standards set forth by the faculty to successfully pass the course. F grades require the faculty member to select an attendance option on the grade roster. The attendance option should be understood in the following manner (to comply with financial aid regulations):

Began & Stopped after 60% Date: This option should be selected if the student began and completed the course or stopped attending after the 60% date.

Began & Stopped by 60% Date: This option should be selected if a student began the course and the instructor has a record that the student's last day of attendance was prior to the 60% Date.

Began and Cannot Determine: This option should be selected if the instructor knows that the student began coursework but cannot determine when attendance stopped. If the student never attended the course, the instructor should select an F0 grade for Never Attended.

F0 Grade: An F0 grade denotes that a student never attended the course. When entering a grade of F0 for a student, the Attendance Option for 60% Stop Date is automatically set to Never Attended.

An incomplete grade “IN” is a temporary symbol given at the discretion of the faculty member for work not completed because of serious interruption not caused by the student’s own negligence. An incomplete must be made up as quickly as possible as but no later than two consecutive semesters after the initial taking of the course or it will automatically default to an “F” grade. There is no extension of the two-semester deadline. The student must not register again for the course to make up the incomplete. Students who have incomplete grades on their records must remove the incomplete by the end of the fourth week of the term in which they plan to graduate. Failure to do so will result in a cancellation of graduation.

In such cases where the faculty member determines it is appropriate to award a student a grade of “IN” the faculty member should follow the steps outlined in the [Office of Registrar’s Grade Roster Manual](#). When entering a grade of “IN” 43 for a student on my.fiu.edu, the faculty member will be automatically directed to the Student Incomplete Form which must be completed.

Using an official University form the course instructor will report the following:

1. The grade earned by the student to date.
2. The missing work and the percentage of the final grade it represents (this requires the details of the specific missing assignment).
3. The date the instructor expects the missing work to be submitted or in the case of an examination made up.
4. The justification for awarding the grade of “IN”.

Once the student satisfies the requirements for a grade, the faculty member can use the Online Grade Change Process to update the student’s grade; you can find

instructions for managing grades on the [Registrar's web page](#) under the Faculty & Staff Manuals heading.

An Incomplete should only be given to a student who has successfully completed at least half of the course work. Students can drop a class through the end of the eleventh week of the semester. Students who do not exercise their right to drop by that point should be prepared to receive the grade they have earned.

In extraordinary circumstance beyond the students' control, students can drop a course (with a DR/W grade and fee liability) after the eleventh week of the term. Under such circumstances, the student must submit a Student Petition for Late Drop to the [OneStop](#); please note that students can submit the petition form and all supporting documentation via to OneStop in person at BBC or MMC. For students who are completely unable to submit the documentation in person, the petitions forms may be emailed to OneStop. You can find specific enrollment dates including deadlines on the enrollment services' extended [academic calendar](#).

If a student's name does not appear on your grade roll, notify the student so that he/she can contact the [Office of the Registrar](#). If a student appears on your roll but has attended no class sessions, you can assign that student an F0 grade. Please note that you should reserve the F0 grade only for student who fail your class for nonattendance.

If you are an adjunct or if you are leaving the University, please prepare a photocopy of your grade book and your syllabi and leave the copies with your department chairperson at the end of the semester.

## CHANGING GRADES

Once submitted, end-of-semester grades, apart from incompletes, are final and can be changed only to correct an error or cases in which some part of the student's work was unintentionally overlooked. Faculty members will submit a Grade Change request through [my.fiu.edu](http://my.fiu.edu) and will no longer need to submit a paper form request. Faculty should follow the steps outlined in the [Grade Change Guide](#) from the Office of the Register. Faculty may also refer to [Registrar's webpage](#) for other grade reporting manuals and guides.