Policy on the Assignment and Changing of Grades

I Purpose

The purpose of this policy is to articulate how grades are assigned and changed at the University of Northern Iowa. This policy supersedes all other university, college, and departmental policies regarding how grades are assigned and changed at the university.

II. Assignment of Grades

1. The assessment of student academic performance, including the assignment of particular grades, is the responsibility of the instructor of record of each class. The faculty member teaching a course has the sole responsibility for the evaluation of student course work and is the sole judge of the grades received by the students in that course, subject to the right of students to appeal a grade by following the Student Academic Grievance (12.01) policy.
2. Under extraordinary circumstances listed in IV, the judgment of others can be used to determine grades. In this type of situation, the faculty member’s department head should assign a faculty member in that department who is qualified to teach the course to review the course work of the students and the standards set by the instructor of record to assign grades. In the event no other faculty member in the department is qualified to teach the course, the department head should select the faculty member who is best qualified to teach the course. Under no circumstance should this provision be used to substitute the judgment of an instructor of record who is *not* incapacitated with the judgment of another faculty member. If the extraordinary circumstance is eliminated (i.e. the instructor of record is found), the instructor of record can change any grades assigned using this procedure by using the procedure in III.2.a below.

III. Grade Changes

1. Anytime a grade is changed, the Registrars’ Office must notify the instructor of record of the change.
2. Once grades have been assigned by a faculty member they can be changed in only the following ways.
   1. The instructor of record may initiate a grade change at any time after a grade has been recorded by the Register’s Office with the approval of the department head.
   2. A grade can be changed as the result of a decision made through the Student Academic Grievance (12.01) policy.
   3. Under one of the extraordinary circumstances listed in IV, a grade can be changed by following the procedure in II.2 above.
   4. Retroactive withdrawals that are approved by the Provost’s Office for extraordinary circumstances.
3. Changing a previously assigned grade to a W (withdrawal) can only be done by following one of the above methods.
4. Incompletes/research continued that extend the maximum time limit for completion automatically turn into an F letter grade.

IV. Extraordinary Circumstances

Other than the circumstances below, the Department PAC has the responsibility to determine if circumstances warrant the use of II.2 above.

1. Death or incapacitation of the instructor of record
2. The instructor of record is no longer employed by the university
3. The instructor of record refuses to assign grades after multiple attempts by the department head/dean to compel the instructor to assign the grades.
4. The instructor of record did not report the grades in a timely manner and cannot be found despite multiple attempts to locate and/or communicate with the instructor of record

Questions

Instructor of record if multiple teachers or teaching assistant.