

# Grading

Policy AA003

Volume 1, Academic Affairs and Faculty

Responsible Administrator(s): Vice President for Academic Affairs and Director of Records and Registration

Responsible Office(s): The Office of Academic Affairs, and the Office of the Registrar

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## Policy Statement

FIT utilizes a system of grades and grade values to evaluate student performance. A grade will be awarded at the end of each term by the instructor of record to indicate a student's academic achievement in a credit-bearing course.

The grading principles outlined in this policy apply to students enrolled in a course, regardless of program or matriculation status. This policy addresses grade assignment, grade changes, grading options, withdrawals, and repeated courses. It also defines the letter grades and values that may be assigned for student work, as well as their meanings and consequences in terms of a student's grade point average (GPA), transcript, satisfactory academic progress, and academic standing.

This policy also outlines principles for grading when there is insufficient academic attendance and activity on the part of the student, and defines the consequences of such grades for a student's grade point average and academic progress. In the event a student disputes their final grade in a credit-bearing course, this policy sets forth the procedures for grade appeals and grade changes.

## Reason for the Policy

The assessment of student learning as reflected through grading based on the evaluation of required student work is central to academic integrity. This policy ensures that grading reflects the expected levels of student achievement of learning outcomes and standards. This policy also ensures the timely grading of student work. Once a student has enrolled in a course, both the student and the instructor are responsible for the educational outcomes outlined in this policy.

## Who is Responsible for this Policy

- Office of Academic Affairs
- Office of the Registrar

## Who is Affected by this Policy

- Students
- Faculty
- Employees who may access, review, or steward student records

## Definitions

- **Summative Evaluation:** also known as a final course grade, this is the assessment of a student's educational development based on a standard or benchmark at the end of an educational period, such as a semester.
- **Formative Evaluation:** is developmental feedback given periodically and/or episodically as part of a course, to determine the type and/or direction of further efforts toward the educational goals of the course.
- **Academic Engagement:** includes various forms of student participation in academic endeavors, including but not limited to assignments, exams, study groups, online instructional resources academic discussions, and course-related academic discussions with faculty. Logging into a course management system without participation in academic activities is not considered academic engagement. Federal regulations require evidence of academic engagement for online enrollments, specifically, documentation of "regular and substantive interaction between the students and faculty" is required.
- **Grade Point Value:** the numerical value given to letter grades.
- **Grade Point Average (GPA):** a number representing the average value of the accumulated final grades earned in courses. More commonly called a GPA, a student's grade point average is calculated with credits for courses receiving grades A - WF. FIT does not award A+ grades. The following grades are utilized in determining grade point averages: A, A-, B+, B, B-, C+, C, C-, D, F, and WF. GPA is calculated using the following formula:  
Credits x Grade Point Value = Quality Points;  
Quality Points ÷ Credits = GPA
- **Instructor of Record:** the faculty member designated by the academic unit as responsible for the course, including the development of its design, delivery, assignments, and assessments. Such faculty member must be directly involved in the delivery of instruction during class, and must be formally assigned to the course in the student information system.

## Principles

Grades must reflect levels of academic engagement of student learning outcomes and standards. A grade for a course is a final, summative evaluation of the student's work. Grading of a student's work is based on the learning objectives/outcomes and the methods and criteria of evaluation stated in the syllabus. This policy grants authority and responsibility for evaluating the student's work and assigning grades solely to the instructor of record in each course. In rare cases in which the instructor of record becomes unavailable, the department chairperson shall appoint another qualified faculty member to assign grades.

- **Grade Point Values**  
These are the values used in the formula to calculate GPA.
  - **A** = 4.0
  - **A-** = 3.7
  - **B+** = 3.3
  - **B** = 3.0
  - **B-** = 2.7

- **C+ = 2.3**
- **C = 2.0**
- **C- = 1.7**
- **D = 1.0**
- **F = 0.0**
  
- **Other Grades<sup>1</sup>**
  - **IN = Incomplete**
    - An “IN” grade is a temporary grade requested by the student and assigned by the instructor of record only when the student has nearly completed the course requirements but, because of extenuating circumstances beyond the student’s control, the work is not completed by the end of the course. “IN” grades are computed as a “P” until the appropriate letter grade is submitted. (For details, please see “Incomplete Grades” in the Procedures section below.)
  - **IF = Incomplete F**
    - A grade originally submitted as an "IN" will convert to a grade of "F", and will show as "IF" on the student's academic transcript, if the work is not complete by the end of the next 15-week semester. An “IF” grade carries a penalty, and *is equivalent to an “F”* in the GPA.
  - **IP = In Progress**
    - An “IP” grade indicates a Master’s thesis is in progress. It is converted to the appropriate letter grade when the student’s thesis is completed, or becomes an “F” if matriculation is not maintained.
  - **L = Audit**
    - An "L" grade is issued only for an audited course and does not affect the student’s GPA.
  - **P = Pass**
    - A “P” grade is not calculated in the GPA, but credit is received and recorded on the academic transcript.
  - **S = Satisfactory**
    - “S” grades are not computed into the GPA, but credit is awarded. The “S” grade will appear on the transcript, along with the proper notation on the transcript. “S” grades meet course prerequisite and graduation requirements. *This grade is available for remote semesters due to Covid-19.*
    - For more information on "S" grades, including how to request one, and the deadlines for doing so, please visit the [Registrar’s Grades webpage](#).
  - **T = Transfer Credit**
    - A “T” grade is entered for transfer credit awarded. It is not calculated into a student’s GPA.
  - **WD = Student-Initiated Authorized Withdrawal**
    - A final grade of "WD" is assigned upon a student-initiated withdrawal via a Course Withdrawal Form. A “WD” grade will not affect grade point average (GPA). This grade is final and grade changes are not accepted.

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<sup>1</sup> Please note certain grades may have been in effect during earlier time periods at FIT and may no longer be available grading options, for example the “WA” grade for unofficial withdrawals which is no longer in use. Only current grading options are listed in the Principles section of the policy.

- **WF** = Unauthorized Withdrawal
  - A “WF” grade carries a penalty, and is *equivalent to an “F” in the GPA*.
  - This grade is final and grade changes are not accepted.
  - If a student stops attending a class without submitting a Course Withdrawal Form, the instructor of record will assign a “WF” grade on the final grade roster.
- **Z** = No Grade Entered
  - A “Z” grade is a status that indicates the instructor of record did not submit a final grade for the student by the grade-processing deadline. It does not affect the student’s GPA. If the instructor of record does not assign the appropriate academic grade by submitting a Grade Change form before the end of the next 15-week semester, the “Z” will convert into an “ZF” grade.
- **ZF** = No Grade Entered F
  - A grade originally noted as a “Z”, after the next 15-week semester, will convert to a grade of “F” and will show as “ZF” on the transcript. A “ZF” grade carries a penalty, and is *equivalent to an “F” in the GPA*.
- **Grade Notations**
  - \* = Developmental Course Notation
    - This indicator demonstrates a developmental course
    - Developmental courses at FIT are those that support reading, writing, and mathematics proficiency and aim to prepare students for college-level coursework.
    - The grade received is not calculated into the student’s GPA
  - > = Repeated Course Notation
    - This indicator demonstrates a grade in a course that has been repeated. The principles for repeated courses are as follows:
      - Only a course with a grade of “F,” “WA,” “WD,” “WF,” “(I)F,” or “(Z)F” may be repeated;
      - If a student receives a grade of “F” or “WF,” the original grade permanently remains on the student’s official transcript;
      - If a student repeats the course, only the last grade earned will be included in the GPA;
      - A course originally taken for a grade cannot be retaken for a pass/fail grade
    - A student who wishes to enroll in a third and final attempt of a course may do so only with the approval of the department chair or assistant chair of a student’s major.
    - Internship (IC) Courses may be taken a maximum of two times per degree program; only the first will count toward the degree requirements. The second iteration will apply to excess credit and not qualify towards financial aid.
- **FERPA and Grading**

Student grades are information that is protected under the Family Educational Rights and Privacy Act (“FERPA”). For the complete college policy on FERPA, please see the FIT FERPA policy in the Related Policies section below.

## Responsibilities

- **The Office of Academic Affairs**

Academic Affairs is responsible for ensuring the accuracy and integrity of the Undergraduate and Graduate Course Catalogs including, but limited to, all procedural information pertaining to this

policy and scholastic standing. Academic Affairs supports the Office of the Registrar in development, implementation, and ongoing review of academic standards relevant to grading, faculty initiated grade changes, student initiated grade appeals, and probation and dismissal recommendations.

- **The Office of the Registrar**

The Office of the Registrar educates faculty on grading processes. It is responsible for encouraging faculty to be proactive about submitting their final grades in a timely manner. This Office is also tasked with accurately processing grade changes, and withdrawals in a timely and secure manner, as well as ensuring internal processes are followed appropriately for students to view grades online.

- **Instructors of Record**

A course syllabus, containing criteria for determining final grades, must be distributed to enrolled students no later than the first day of class each term. The instructors of record must provide learning outcomes and evaluative standards that align with them, and is expected to respond with timely feedback on this work, addressing both the quality of the current work and directions for further effort and development towards the outcomes.

Instructors of record must take proper precautions and practice responsible behavior to protect student grade information under FERPA. They may receive additional information from the FIT FERPA policy and inquire with the Office of the Registrar regarding appropriate training.

Instructors of record are expected to submit final grades online through MyFit by the deadline that is indicated on the academic calendar published by the Registrar. Academic standards (probation/dismissal), transcripts, graduation review, dean's lists, financial aid, and scholarship awards are all dependent on the timely submission of final grades. Students will be able to view grades in MyFIT after automated IT processes are run.

- **Students**

Students are responsible for submitting work in a timely manner for evaluation. Students should apply evaluation feedback to ongoing efforts throughout the course. Students must meet the expectations set forth for academic engagement outlined in the syllabus, attend their courses according to the instructor of record's attendance policy and submit grade-able work for evaluation throughout the term of enrollment.

## Procedures

In the event a student disputes a final grade in a credit-bearing course, the student is responsible for initiating the resolution with the instructor of record. Any grade dispute must be resolved within two years of the award of the grade, and cannot be disputed once a degree has been awarded.

- **Change of Grade**

An assigned grade is final, except in the event that the instructor of record makes an error in computing or entering a student's grade, in which case a grade change is permitted. Grade changes are also permitted when changing "IN" (Incomplete) grades upon a student's completion of course requirements.

The instructor must submit a change of grade form which requires an explanation of why the change is occurring, along with signatures of approval from the instructor, department chair, and department dean. Grade change forms are submitted to, and processed by, the Office of the

Registrar. Grade changes must be submitted within two years of the receipt of the original grade, and cannot be processed once a degree has been awarded.

The Office of the Registrar will not enter a change of grade for the following grades without the approval of the Associate Vice President of Academic Affairs: Withdrawal grades, F grades, a grade after two years of the receipt of the original grade, a grade after a degree has been awarded. On a case-by-case basis and under extenuating cause, the AVP of Academic Affairs has the authority to allow final grade changes within their discretion.

- **Grade Appeals**

In the event a student seeks to dispute a final grade, students should refer to the procedures set forth in [Grade Appeal Procedures](#) excerpted from the FIT Student Handbook, Rights and Responsibilities Section. Student grade appeals will not be accepted from third parties, including parents.

If a student wishes to dispute a grade on a formative evaluation, they should do so immediately upon notification of the grade, during the semester, and address it directly with the instructor of record.

- **Incomplete Grades**

If a student, due to extenuating circumstances beyond the student's control, cannot complete the required coursework by the end of the course, they may come to an agreement with the instructor to take an Incomplete and will receive an "IN" at the end of the course. In such circumstances, the following applies, per the FIT Undergraduate and Graduate Catalogs:

- An incomplete ("IN") grade is assigned at the instructor's discretion;
- When an "IN" is granted, the instructor will specify and communicate to the student a due date that is no later than six (6) weeks into the next 15-week academic term (Fall or Spring);
- "IN" converts only to a letter grade and cannot become a "WD" or a "WF";
- If a grade for an incomplete is not completed/submitted within the requisite time frame, the "IN" will be converted into an "IF" at the end of the following semester;
- An "IN" grade may not be assigned to a student who did not attend the course;
- Students must not re-register for courses in which they have received an "IN" grade.

- **Pass/Fail Grade Option**

For information on the rules governing the pass/fail grading option, refer to [the FIT catalog's procedure for Pass/Fail](#).

Degree-seeking students who want to request a pass/fail option, should visit the Office of the Registrar.

- **Auditing a Course (L Grade)**

Auditing a course is only an option for non-degree students. Auditing is the only way a non-degree student who is not receiving credit is permitted to regularly attend a major-required course.

Non-degree students who wish to audit must complete a Request to Audit Course form (see Related Documents section) and return it to the Office of the Registrar within the first three weeks of a fall/spring semester, or the second day of a winter/summer session. For more information on Auditing a Course please visit the Office of the Registrar's webpage for [Course Auditing](#).

- **Transfer Credit (T Grade)**

Transfer credit is entered on a student's record by the Office of the Registrar. Please see the college's official policy on Transfer Credit in the Related Policies section below for more information.

- **Student- Initiated Authorized Withdrawal (WD Grade)**

After initial registration, students can make adjustments to course schedules by adding and dropping courses online in MyFIT throughout the Late Registration (Add/Drop) period. No notation of courses attempted is made on the permanent record of a student who drops courses during the Add/Drop period.

After the Late Registration period has ended, students may withdraw from a course, up until the last day of the thirteenth week of a fall or spring semester, until the ninth day in a winter session, and until the thirteenth day in a summer session. A final grade of "WD" is assigned if the withdrawal is completed in this timeframe and will not affect the student's GPA.

After the Add/Drop period, to officially withdraw from a course, a student must submit the Course Withdrawal Form (see Related Documents section) with the required signatures and last date of attendance, to the Office of the Registrar. For more information about withdrawing from a course for a WD grade, please visit the Office of the Registrar's webpage for [Course Withdrawal](#).

- **Transcript Requests**

Students who are currently enrolled may obtain their final grades for a specific semester, or a complete record of their grades, by accessing MyFIT.

Students may order official and unofficial transcripts by [requesting a transcript online](#). Official transcripts will not be released for students who have outstanding financial obligations to the college.

## Violations

Inappropriate use or misuse, sharing, or manipulation of student education records is a violation of college policy as well as state and federal laws. For more information, students should refer to the Academic Honor Code; employees should refer to the Employee Code of Ethical Conduct and the college's FERPA policy.

## Related Policies

- [FERPA](#)
- [Transfer Credit](#)
- [Academic Integrity](#)
- [Syllabus, Textbooks, and Required Materials](#)
- [Employee Code of Ethical Conduct](#)

## Related Documents

- [Course Withdrawal Form](#)
- [Grades](#)
- [Request to Audit a Course Form](#)
- [Scholastic Standing, FIT Undergraduate Catalog](#)
- [Scholastic Standing, FIT Graduate Catalog](#)

## Contacts

- **Vice President for Academic Affairs**  
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