

Grading and Student Records

Grading System

Instructors are obligated to evaluate each student's work fairly and without bias and to assign grades based on valid academic criteria. (see the University Policy on [Professional Ethics and Academic Responsibility, part 2\(e\)](#), and the University Policy on [Human Rights](#)).

Public Health students taking courses in other colleges of the University are subject to the grading policies of those colleges. Students from other colleges taking courses in the College of Public Health are subject to the College's grading policies.

Options of Plus/Minus Grading

Departments and individual instructors have the option of using the plus and minus grades in the scale given above or of using only the full letter grades for A, B, C, and D. Under either option, instructors may use any or all of the points on the grading scale. However, once an option is chosen, it must be applied to all students in a given class and in all sections of a multi-section course. Instructors must announce at the first class meeting which grading option will be used; this information must also be distributed to students at the first class session.

Grade Point Average

Computing the GPA

The cumulative grade-point average (GPA) is computed by (a) multiplying the number of semester hours in each course by the appropriate grade points; (b) totaling the grade points earned to date; and (c) dividing the total in (b) by the number of hours taken, excluding courses in which marks of I, N, P, R, S, W, or O have been given. Grades of F are included in hours attempted and are used in computing the GPA. Although grades of A+ have a value of 4.33 in calculating a student's GPA, the cumulative GPA displayed at the bottom of the permanent record cannot exceed 4.00.

Marks Not Used in Computing the GPA

Incomplete (I)

Instructors may report a mark of I (Incomplete) only if the unfinished part of the student's work, in a course other than research, thesis, or independent study, is small; the work is unfinished for reasons acceptable to the instructor; and the

student's standing in the course is satisfactory. A course may not be repeated to remove a grade to Incomplete; the grade must be removed by completing the unfinished part of the work.

The Registrar establishes a deadline by which students must submit the work necessary to complete course requirements. This deadline is three and one-half weeks before the close of the examination period of the next session for which the student is registered. (Students with incompletes from the spring semester are not required to complete the work during the succeeding summer sessions).

The instructor must submit a grade change via [MAUI](#) to remove the Incomplete. This form must reach the Office of the Registrar in workflow on or before the deadline for submitting final grades for the next session for which the student is registered. If the I is not removed by that date, it is automatically converted to an F. The Registrar does not allow extensions to prevent the assignment of an F. If instructors wish to allow students to make up incompletes after the deadline and after the incomplete has changed to an F, a Special Report to the Registrar form must be sent to the Associate Dean for Academic Affairs for approval (see "[Changes of Grades](#)").

H, P, F

Medical students may register for selected College of Public Health courses. The grades H (honors), P (pass), and F (fail) will not be utilized in computing the GPA.

No Report (O)

A mark of O is assigned by the Office of the Registrar when an instructor fails to report a grade or reports an invalid grade. Instructors should not assign a mark of O to a student who has not attended class; that student should receive an F. By the deadline for submitting final grades for the next session for which the student is registered, the instructor must submit a grade change via [MAUI](#) to change the O to a valid grade. Otherwise, the O becomes an F= on the student's record. (see "[Change of Grades](#)")

Audit Successful (AUS)/Audit Unsuccessful (AUU)

A student auditing a course or registered in a course offered for 0 credit hours is marked "AUS" (Audit Successful) if he or she completes the course and "AUU" (Audit Unsuccessful) if not.

Withdrawn (W)

See "[Office of the Registrar](#)".

Satisfactory/Unsatisfactory Grading Option (S/U) for Graduate Students

The S/U grading option is for graduate students only. Further information on S/U grading can be found in the Graduate College [Manual of Rules and Regulations](#).

Grade Reports

The Office of the Registrar provides class lists for the purposes of tracking attendance and reporting grade.

Mid-semester Grade Reports

Instructors are expected to report mid-semester grades for all undergraduate students whose work is below C-. Mid-semester grade reports are sent to the Registration Center through the web tool [MAUI](#). The Office of the Registrar distributes the mid-semester grade reports to advisers and to individual students. Mid-semester grades are not reported during the summer sessions. No permanent record of mid-semester grade reports is kept.

Final Grade Reports

Instructors report final grades through the web tool [MAUI](#). Final grades must be submitted to the Registration Center on or before the published deadline (the third business day after the end of the final examination period). The DEO monitors all grade reports each semester and ensures that the distribution of grades reported is not notably at variance with collegiate recommendations or appropriate departmental standards.

Graduate students enrolled in courses taught by graduate teaching assistants are to be assigned grades by a faculty member who has supervisory responsibility for the course. This may take the form of a faculty member's initials next to the grade entered for any graduate student on the final class list.

Timeliness of Grade Reports

Each semester the Registrar determines a due date for grade reports. As required by the University's [Operations Manual \(III-17.14\)](#), this deadline is no later than the third business day after the close of the final examination period. All grade reports must be turned in on time to permit the evaluation of students for graduation, academic probation, or dismissal. Grades from independent study courses and off-cycle courses are as necessary as all other grades.

Changes of Grades

Changes in grades can be done electronically through [MAUI](#).

Grading Grievances

Grading grievances are subject to the same procedures as any other student complaint. (see "[Student Complaints Concerning Faculty Actions](#)", Division of Student Life).

Keeping Records of Student Work

Course grade records should be kept for at least one year. In the event that the instructor is on leave or leaves the University, these files should be kept in the departmental office for reference.

Term papers, assignments, and projects are the property of the student who prepared them. Students should be told in advance if the instructor plans to keep copies of student work. Examinations (questions and answers) are the property of the instructor.

Graded assignments, papers, and examinations should be returned before the end of the semester. Final examinations, final papers, and capstone projects that are graded after the end of the semester should be kept at least six months so that students can refer to them or retrieve them.

Confidentiality of Grades and Other Student Records

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, commonly known as the Buckley Amendment, student records may not be released to faculty members or others without the written permission of the student. This restriction does not alter the access that faculty members have to departmental records of advisees or of majors in the department, if that access is in accord with departmental policy.

Instructors and advisers should observe the following precautions in order to protect the confidentiality of student records:

- Students should never have access to the scores or grades of others. Do not leave graded work in publicly accessible places. Do not ask students to look through graded assignments in search of their own; do not return graded assignment to anyone other than the student who submitted it.
- Instructors who provide a web site for classroom instruction must ensure that the site protects student records, particularly student grades.
- Information from student educational records may not be given by phone or in correspondence, even to parents or in a letter of recommendation, without written permission from the student.
- Only directory information may be publicly shared without written permission from the student. Directory information includes name, residing address, telephone number, hometown, dates of attendance, college and class status, major, degrees

earned, and enrollment status. Students may formally request the University Registrar to restrict disclosure even of directory information.

- Information from student educational records may be shared only with those who have a “legitimate educational interest” in the information.
- Requests for records for other purposes should be directed to the Office of the Registrar (1 Jessup Hall, 335-0239), which will evaluate whether such requests are in accord with federal law and institutional policy.

Registrar’s Guidelines Concerning Educational Records

The Office of the Registrar publishes “Registrar’s FERPA Handbook for Faculty and Staff” on their website at <https://registrar.uiowa.edu/ferpa-handbook-faculty-and-staff>.