



VERA Z. DWYER SCHOOL OF HEALTH SCIENCES

DIVISION OF MEDICAL LABORATORY SCIENCE

Policy #:	MLS-A-05
Effective date:	08/01/2023
Target group:	All students and faculty
Section:	Medical Laboratory Science program
Last revision date:	08/01/2024

Grading Scale

Purpose

The purpose of this policy is to describe the grading scale used in the Medical Laboratory Science program and provide resources for students who wish to submit a grievance or replacement request.

Policy

All courses in the Division of Medical Laboratory Science will use the provided grading scale to calculate course grades. Students will follow the prescribed grievance and replacement procedures and policies outlined by IU South Bend.

Grade Scale

All courses in the Division of Medical Laboratory Science utilize the following grading scale. Students in the Bachelor of Science in Medical Laboratory Science must earn at least a C, or 73%, to successfully pass a course. Failure to receive a final grade of "C" will require the student to retake the course and may impact progression and graduation.

The Medical Laboratory Science Grading Scale for didactic, laboratory, and clinical course work is:

100-97 = A+	89-87 = B+	79-77 = C+	69-67 = D+	59-below = F
96-93 = A	86-83 = B	76-73 = C	66-63 = D	
92-90 = A-	82-80 = B-	72-70 = C-	62-60 = D-	

The following grades correspond to grade point averages throughout the program using the corresponding four (4) point system:

A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0
A = 4.0	B = 3.0	C = 2.0	D = 1.0	I = Incomplete
A = 3.7	B- = 2.7	C- = 1.7	D- = 0.7	

Incomplete Grades

In accordance with Indiana University South Bend policy, a grade of incomplete (I) may be given to a student when a substantial amount of coursework (75%) is satisfactorily completed by the end of the

semester. The grade of I is awarded only under circumstances of hardship, when it is unjust to hold the student to the time limits ordinarily fixed for completion of coursework. The grade is given only when the completed portion of the student's work is of passing quality. Students enrolled in the Bachelor of Science in Medical Laboratory Science must speak with the instructor of any course(s) for which the incomplete grade is needed and the Program Director.

A student must remove the incomplete grade within one calendar year from the date it is recorded or, if required by the instructor, a shorter period of time. If the student fails to remove the incomplete grade within the time allowed, the grade automatically changes to an F.

Grade Appeals

The [Grade Appeal Policy](#) is owned and updated by the IU South Bend campus.

If a student disputes his/her final course grade, the student must discuss the matter with the faculty member assigning the grade no later than the end of the next regular semester. Grade appeals submitted for semesters beyond that deadline and up to 3 years after the grade was originally assigned will only be considered in extremely serious and documented circumstances (e.g., prolonged hospitalization, military deployment) that prevented the student from filing the petition or the faculty member from responding within the stated time period. Grade appeals after the end of the next regular semester and up to 3 years will only be considered for grade changes to W, FN, or FNN. Grade appeals will not be accepted beyond the 3-year period.

If the faculty member disagrees with the student's case for changing the grade, the student may appeal to the Director of the Department that offered the course. If the Chairperson of the Department disagrees, the student may appeal to the Dean or Program Director of the area that offered the course. If the faculty member, Chairperson, Dean or Program Director all disagree with the student's request, the student may then appeal to the Academic Affairs Committee of the IU South Bend Academic Senate. That Committee then makes its recommendation to the Vice-Chancellor for Academic Affairs, who makes a final resolution.

In those instances where either the faculty member, Chairperson, or Dean or Program Director supports the student's appeal, the student and the person supporting the appeal must submit a written appeal to the Academic Affairs Committee of the IU South Bend Academic Senate. If the course instructor is unable to submit the support documentation, the next level (department Chair, Dean) is acceptable. That Committee will review the appeal and make a recommendation to the Vice Chancellor for Academic Affairs, who makes a final resolution. (approved by the Academic Senate 2/24/95, revised 4/19/2019).

Grade Replacement

The [Grade Replacement Policy](#) applies only to undergraduate courses taken by an IU South Bend student who has not yet completed a bachelor's degree. If a bachelor's degree has been awarded, in no case may a grade be replaced for a course taken prior to the awarding of that degree.

Replaced grades are merely excluded from the calculation of the cumulative grade point average (GPA). All grades will remain a part of a student's academic record. An X next to the grade on the transcript will indicate that the grade is not included in the calculation of the IU GPA. Each academic unit may use a GPA calculation that does not honor grade replacement.

A student may exercise the grade replacement policy for a maximum of three courses or a maximum of 10 credit hours, whichever comes first. A student may exercise the grade replacement policy only once for a single course. Once invoked, a student may not subsequently request reversal of the grade replacement granted to a particular course.

Policy History

Date	Action
08/01/2023	Combination of DCHS level policies that were moved to program level
08/01/2024	Updated division name, policy number, and titles due to campus reorganization