



INSTITUTE FOR
AMERICAN
UNIVERSITIES
AIX-EN-PROVENCE AND AVIGNON, FRANCE

ACADEMIC POLICIES

Course Load

In the fall and spring semesters, students are expected to carry a normal academic load of 15 credit hours (5 courses). The normal summer course load is six credits (two courses). A student who wishes to carry a heavier or lighter load must first have written approval from his/her home university and consult with the IAU Center Director. Students carrying a lighter load will still pay full tuition.

Drop/Add

If they have approval from their home institutions, students may change their course selection in consultation with the Center Director by the end of the sixth day of classes in the fall and spring semesters and by the end of the third day of classes in the summer.

Pass/Fail

Students who are taking 15 credit hours on a graded basis may elect to take one course on a pass/fail basis. The choice must be declared no later than the end of the drop/add period and may not be changed after that date. For purposes of pass/fail grading, "pass" is considered a grade of C- or above. Students electing a pass/fail grade must have approval of the Center Director and their home institution.

Withdrawal Pass/Fail

From the end of the drop/add period to the end of the eighth week of classes, (end of the third week in the summer session), a student may withdraw from a course with the consent of the Center Director. Students who withdraw will receive a notation of WP (Withdraw Passing – if they were achieving a grade of at least C-) or WF (Withdrawal Failing) on their transcript. The Center Director may require home institution approval for a withdrawal.

Auditing

A student may audit a class, in addition to his/her normal class load, with the permission of the Center Director, and the Instructor, and on condition that he/she attend the course on a regular basis throughout the semester. No grades may be awarded for audited courses. However, notation of the audit may be entered on the student's transcript. Such a choice must be declared no later than the drop/add period and may not be changed after that date.

Incompletes

A professor may grant or deny a student's request for an incomplete grade, and must inform the Center Director in writing of his/her decision. The Center Director may approve or refuse the professor's recommendation. The last day for a student to request an incomplete ("I") grade for a course is no later than the last day of regularly-scheduled classes. Normally, an incomplete ("I") grade should only be granted for extraordinary extenuating circumstances (such as illness or family emergency). Simple failure to complete assigned work in a timely fashion does not justify the granting of an incomplete ("I") grade. Course work must be completed satisfactorily within the regular semester immediately following the semester in which the incomplete ("I") grade was granted, or the course grade will become a permanent grade of "F".

Grading Policies

Grades are assigned by the instructor of the course. No grade may be changed except for reasons of material or clerical error. If a student with a grade of "D" or "F" in a course enrolls at IAU in a subsequent semester, he/she may retake the course once in order to improve his/her grade and obtain credit for the course. The original grade "D" or "F" remains on the student's transcript.

Grade Dispute Policy

IAU expects that most grievances regarding grades will be resolved informally between the professor and the student. If such informal discussions do not satisfy the student, the student wishing to dispute a final course grade must write and sign a petition addressed to the Center Director requesting a grade review. If the professor in question is the Center Director, the matter will automatically be referred to the Dean. If the professor in question is the Dean, the matter will automatically be referred to the President of the Institute for American Universities. The student shall have six weeks, calculated from the date of the submission of the final course grade, to initiate this formal procedure. The Center Director (or Dean or President) will ask the professor concerned to review the disputed grade and explain the rationale for his/her judgment. The Center Director (or Dean or President) may request to review the student's work, and, at his/her discretion, can invite other professors with appropriate expertise for advice. The Dean or President makes the final decision.