Electronic request to file extended X

It is the student's responsibility to read and understand the Extended-X policy prior to submitting form.

By action of the Bloomington Faculty Council (May 3, 1994; amended October 10, 2013):

 "Any undergraduate student may retake a course for which he/she received a grade below an A. A student may exercise this option for no more than three courses, totaling no more than 10 credits. A student may use this option only once for a given course. The student's transcript shall record both grades, and both classes must be IU courses. For the course retaken, only the later grade shall be counted in the determination of the student's grade-point average (GPA). Any GPA calculated in accord with this policy shall be marked with an asterisk denoting that a lower grade has been replaced by a later grade in the course."

Note: *The record notation of an "X" to the left of the course excluded from the GPA has been substituted for an asterisk denotation mentioned in the original policy.*

Extended-X (Amended-FX) Implementation Policies

The following decisions were made by the Bloomington Faculty Council on March 6 and 20, 2001, with regard to implementation of the Bloomington campus grade forgiveness policy, and amended on April 21, 2009, with regard to elimination of the 45 hour rule restriction and modification of the application deadline, and October 10, 2013, for clarification on courses retaken at least twice:

1. Only courses attempted during or after the Fall 2001 term will be eligible for replacement under the policy. Provisions approved April 21, 2009, go into effect for the Spring 2010 term.

2. The following grades **cannot** be replaced under the Extended-X policy: S, P, W, I, R, NC.

3. GPA credit hours for the replaced course will be removed at the point at which the course is replaced.

4. Courses repeatable with different content are not eligible for replacement under this policy unless a unit chooses to permit this by means of a specific authorization procedure.

5. A student may not request reversal after asking for and applying the GPA exclusion.

6. A student may not replace a grade with a second grade of W, I, R, or NC.

7. Any earlier graded instance of the course in question can be considered in application of the Extended-X policy, so that when a course has been taken more than two times, the lowest of the earlier graded instances can be designated for GPA exclusion.

8. Students who re-enroll in a course must indicate to the school of their major or to University Division, as appropriate, their intent to apply the Extended-X policy to a specific course by the Pass/Fail deadline specific to that course. **DEADLINE NO LONGER APPLICABLE AS OF BFC DECISION January 2012**

9. The Extended-X policy will adhere to the FX policy (*UFC documents 1975, 1976, 1979, 1984, 1987*) administrative practice and guidelines regarding exceptional cases, where these are not in conflict with the provisions of the Extended-X policy nor with these Implementation Policies. A statement of the applicable practices has been compiled and is on file with the Vice Provost for Undergraduate Education and with the Office of the Registrar.

10. In implementation of the Extended-X policy, as under the FX policy, Bloomington joins all other campuses in honoring the principle that the grade forgiveness/course retake policy on the degree granting campus is applicable for each student. Hence, if an IUB student transfers to another campus with more liberal grade replacement policies, IUB will honor requests for that campus, on behalf of the student, to replace an IUB grade that may not be replaceable under IUB policy. Were the student to return to IUB for graduation, however, that course exclusion would not apply.

Notes: *Some schools may not honor this policy for purposes such as school admission, graduation, and probation determination. Undergraduate courses beyond the first 45 hours* <u>retaken</u> *prior to Spring 2010 will not be eligible for Extended-X due to the policy restrictions in effect at the time the course was retaken and also due to the application deadline for the retaken course being past.*

-- Enrollment and Student Academic Information Bulletin, Indiana University Bloomington, Spring 2014

Electronic request to file Extended-X

The form must be completed and saved electronically as a PDF or printed, completed, scanned, and emailed as a PDF attachment to vpuerec@indiana.edu, or faxed to 812-856-6743.

Name: _____   Date: _____

University ID Number: _____ Student's School (select one):   UDIV   SIT

Address: _____   Email:_____

City, State & Zip Code: _____   Phone: _____

ORIGINAL COURSE INFORMATION

Campus _____(BL, CO, EA, FW, IN, KO, NW, SB, SE)   Term _____ (fall 2010, spring 2011, summer 2011, etc.)

Department _____ (MATH-M, ENG-W) Course # _____ (118, 131) Credit Hours _____ (1, 2, 3, 4, 5)

Class # _____ (leave blank if you don't know)   Final Grade _____ (A-,B+,B,B-...D+, D, D-, F)

The **ORIGINAL** course was a (select one):   1st 8 weeks course   Full-term course   2nd 8-weeks course

RETAKEN COURSE INFORMATION

Campus _____(BL, CO, EA, FW, IN, KO, NW, SB, SE)   Term _____ (fall 2010, spring 2011, summer 2011, etc.)

Department _____ (MATH-M, ENG-W) Course # _____ (118, 131) Credit Hours _____ (1, 2, 3, 4, 5)

Class # _____ (leave blank if you don't know)   Final Grade _____ (A-,B+,B,B-...D+, D, D-, F)

The **RETAKEN** course is a (select one):   1st 8 weeks course   Full-term course   2nd 8-weeks course

Sign in ink before scanning or sign digitally in Adobe Acrobat or similar. Email with attachment from your official IU email address

I have read and understand the policy and Implementation Policies above.

Student's Signature: _____

Use of IUanyWare Instructions to fill out electronic request to file extend X

1. Log into https://iuanyware.iu.edu/
2. To open the Citrix Receiver in the browser, select "Use Light Version"
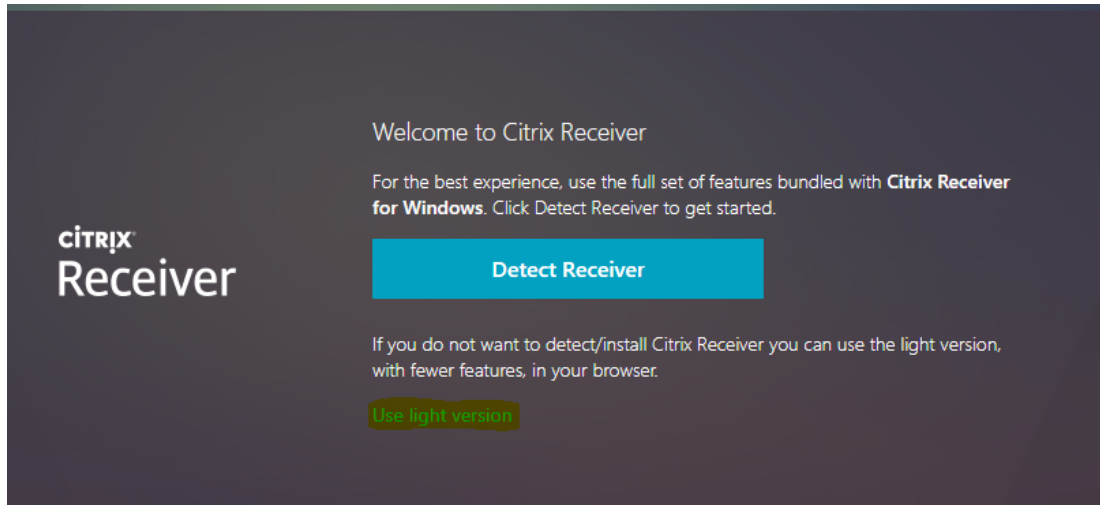

3. To open a virtual desktop within the web browser, Select "Desktop" at the top of the page and then Select "IUanyWare Desktop"
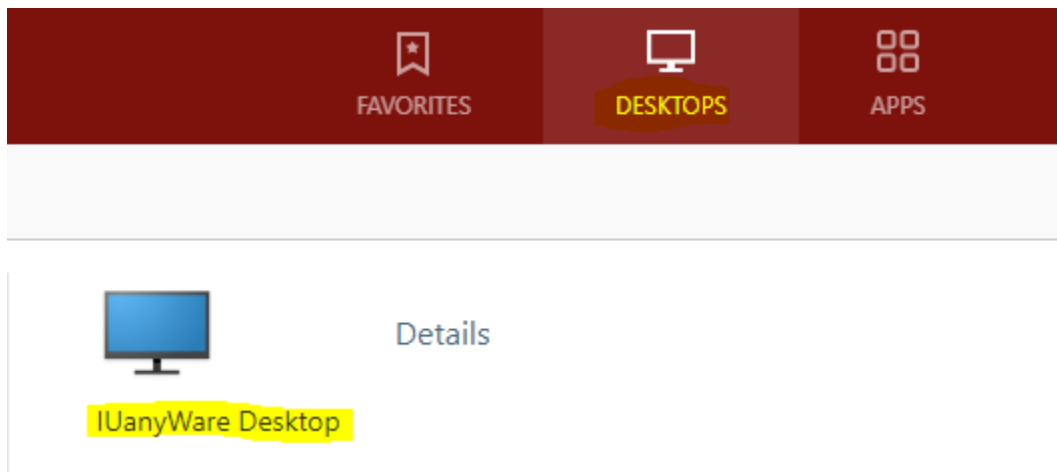

**THE NEXT STEPS ALL TAKE PLACE ON THE IUANYWARE DESKTOP WITHIN YOUR BROWSER**

4. Download the file onto the IUanyWare Desktop
5. Open the PDF in Adobe Acrobat DC
6. When attempting to open the pdf, you may need to sign into Adobe.
   a. Select Sign in now.
   b. For the username, use (YourUsername)@iu.edu
   c. You should be redirected to a CAS login screen. Log in Normally
   d. For more information please go to https://kb.iu.edu/d/atxt
7. Select "Fill & Sign" to fill out the PDF
8. Follow the prompts on the PDF, Fill them out and save.
9. Create a signature by selecting the "Sign" icon and selecting "Add Signature"
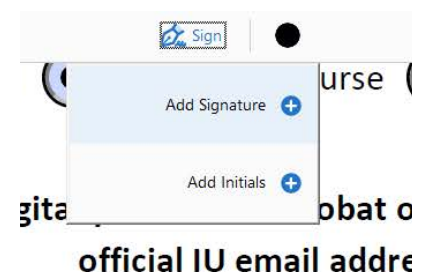
10. You may type or draw your own signature.
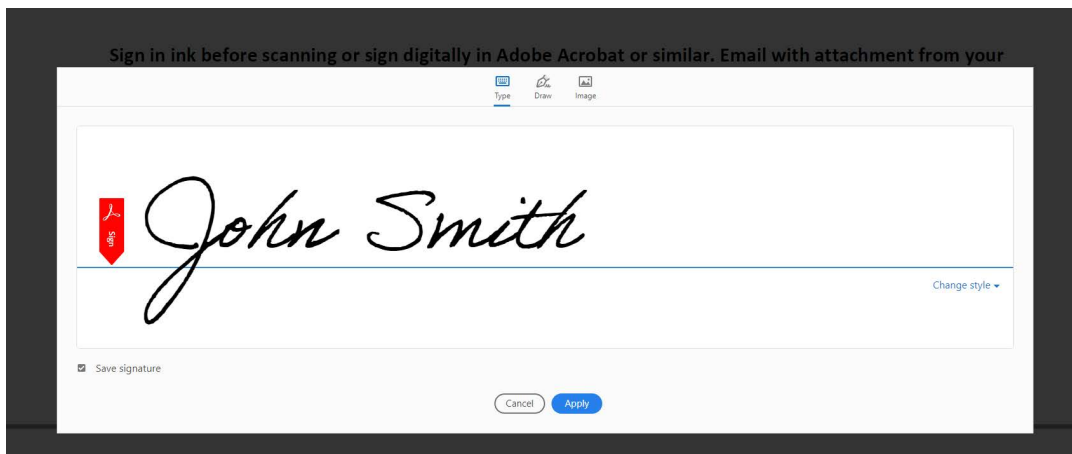
11. You can add the newly created signature on the signature line.
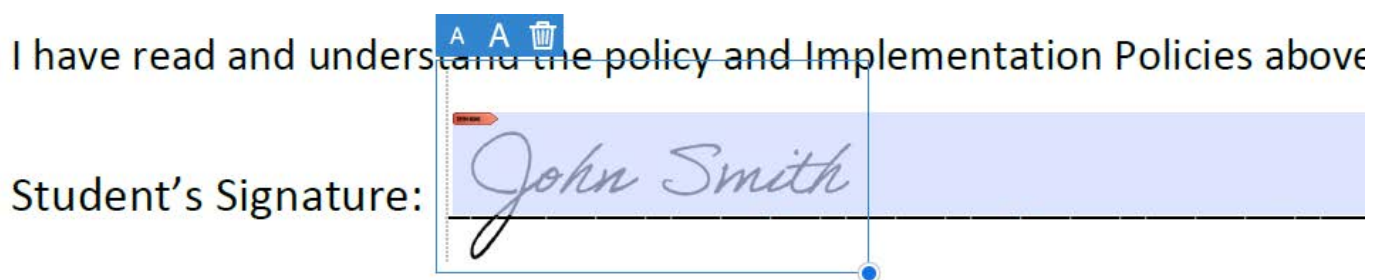
12. Save the new document.

YOU MUST USE YOUR IU EMAIL ACCOUNT TO EMAIL THIS DOCUMENT

13. The form must be:
    a. Sent as an email attachment to vpuerec@indiana.edu
    b. Or faxed to 812-856-6743