



Institutional Handbook of Operating Procedures (IHOP)

Section:	Section 12 – Academics – Education and Student Related	First Release Date: <u>1/23/2012</u>	
Policy Name:	12.6 Grading Policy		
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Original Author:	Director of Academic Administration		
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Executive Cabinet	1/23/2012		
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Scope:	This policy applies to all UTHSCT degree granting educational programs, and associated students and faculty.
Purpose:	To define the grading criteria.

POLICY:

1. Graduate students must be assigned letter grades (A, B, C, F) for completion of formal courses listed in the UTHSCT course catalog. For computation of the GPA: A = 4, B = 3, C= 2, and F = 0.
2. Grades received in approved graduate courses taken at other institutions will be recorded as submitted by the institution but will not be calculated in the UTHSCT GPA unless cross-listed as a UTHSCT course.
3. Literature Surveys, Special Projects, Seminars, Laboratory Tutorials, Internships and Field Experiences listed in the UTHSCT Catalog are assigned grades of pass (P) or fail (F). A grade of P will not be included in the computation of a student's GPA.
4. Thesis Research and Thesis Writing courses will be assigned a letter grade at the time of completion of the thesis defense, prior to which a grade of WH (withheld) will be assigned.
5. Thesis for Master of Science will be graded pass or fail.
6. The letter "I" (incomplete) will be reported when the student has not completed all the assignments in a course before its conclusion, and is valid for one semester. Before the end of the following semester, the student must turn in the required work for a regular grade or else the incomplete will be replaced with an F. Under unusual circumstances, the student may apply through the instructor for an extension of the "I" period until the next time the course is offered.
7. The letters "WP" (withdraw, pass) will be given when a student with a satisfactory course performance withdraws from a course within the first nine weeks of class with the consent of the instructor. A "WP" by itself will not prevent the student from withdrawing from the Graduate School in good standing. The letters "WF" (withdraw, fail) will be given if the student has unsatisfactory course performance up to the date of withdrawal. A "WF" grade is equivalent to an F in the calculation of the GPA. There will be no withdrawal after the last day of the ninth week of class.
8. A grade of F in any course taken while a student at UTHSCT is grounds for dismissal from the program. The student may elect to request that the Dean allow he/she to retake the course the next time it is offered (usually within one year) rather than being subject to dismissal. Such requests are made via the student's advisor/advisory committee and the Program Director. If the



request is granted, the student must earn a grade of A or B in that course; a grade of C in the retake will result automatically in dismissal. During the interim the student will be on academic probation. If the student passes the course, the F will remain on the transcript, but only the new grade will be calculated in the GPA.

9. Students may retake a UTHSCT course, in which case both the new and previous grades will appear on the transcript but only the second grade will be calculated in the GPA. Students whose GPA is less than 3.0 may not retake courses in which they received a B in an effort to raise their GPA to 3.0 or above.
10. In attempting to resolve any student grievance regarding grades or evaluations, it is the obligation of the student first to make a good faith effort to resolve the matter with the faculty member involved pursuant to the procedures described in the UTHSCT Student Complaint Policy.

Reference(s):
Student Complaint Policy