SON OP 40.475: Grading Practices for the Graduate Program

PURPOSE: The purpose of the Grading Practices policy is to detail how grades are assigned for all courses and includes definitions for grades A to F, and the policies and procedures of other options for course grades including PR (in progress); Pass-Fail options; W (withdrawal); WF (withdrawal failing); and CR (credit), and I (Incomplete).

REVIEW: All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

POLICY/PROCEDURE

1.0 Policy

1.1 A grade is assigned for all courses in which a student is officially enrolled during any semester. Only through official enrollment can a grade be earned. A passing grade may be earned only if the student is enrolled for the duration of the course and a grade, once given, may not be changed without the approval of the programmatic administrator. A grade of B or above (3.00 GPA) is expected each semester with a cumulative 3.00 GPA for a student to be considered passing in the Graduate Program.

1.2 Students may not take any courses required for a degree in nursing as Pass-Fail. Courses previously taken as Pass-Fail will not be transferred for credit if the course is required for a School of Nursing degree.

2.0 Procedure

2.1 Grades and their interpretations are: A, excellent; B, good; C, average (failing in the Graduate Program); D, inferior (failing in the graduate program); F, failure; P, passing; PR, in progress; “I”, Incomplete; W, withdrawal; WF, withdrawal failing; CR, credit. The letter R* designates a course repeated. All required nursing and non-nursing graduate courses must be passed with a B or better.

2.2 After the designated time on the academic calendar, the grade of WF is given when the student's work is not passing at the time the course is dropped or when the student is required by the programmatic administrator to drop the course for failure to participate in or attend class.

2.3 An X is shown on the grade report in those instances where, for any reason, one of the above grades is not reported by the faculty. The designation X is not used in determining grade pointaverages.
2.4 Grade point averages are calculated at the end of the Fall, Spring and Summer semesters. Credits attempted and points earned at TTUHSC constitute the basis for grade point average consideration.

2.5 A “PR” is given when a course may extend over more than one semester. A “PR” in a course requires the student to register in the course for the following semester and consequently the student will pay additional tuition for the course. A “PR” is not given in lieu of an F.

2.6 The grade of W is given for a course officially dropped by the designated time on the academic calendar or for a course officially dropped after that time, provided the student's work is passing at the time the course is dropped. A student should continue to attend a class until authorized by the programmatic administrator to drop a course.

2.7 The grade of “I” is given only when a student's work is satisfactory in quality but, due to reasons beyond his or her control, has not been completed. It is not given in lieu of an F. The instructor assigning the grade stipulates, in writing using the Incomplete Grade Form, at the same time the grade is given, the conditions under which the “I” may be removed. The student must sign the Incomplete Grade Form indicating his/her understanding of the conditions under which the “I” can be converted to a letter grade. The “I” is changed to a letter grade by the faculty using the Grade Change Form when stipulations have been satisfactorily completed. The “I” is replaced with an F after it has remained on record for a year without completion. It is the student’s responsibility to validate the conditions under which the “I” may be changed to a permanent grade.

2.7.1 The TTUHSC Registrar sends a list of incomplete grades recorded for the recently ended semester to the appropriate programmatic office for review at the end-of-semester progressions meeting.

2.7.2 The SON Student Affairs Office will send an email to notify each student receiving an “I” and provide information about the timeline for converting the “I” to a letter grade. The notification email is sent only one time immediately following the semester in which the “I” was received by the student.

2.7.3 The student is responsible for completing the required course work and maintaining contact with the instructor who gave the “I” to ensure work is completed, graded, and the change to a letter grade is finalized.

2.7.4 The “I” will automatically convert to an F after it has remained on record for one year without completion.

2.7.5 Withdrawing from the program does not affect the policy regarding incomplete “I” grades. Grades that are “I” at the time of withdrawal will automatically convert to an “F” if they are not resolved in the original timeframe as stated, which is one year.