



## Grading Policy

### Internal Policy 01.04

#### POLICY/PROCEDURE

##### 1. Grades and their Interpretations

The instructor of record determines and records all grades for a course. The method of determining the grade will be included in the course syllabus that is to be presented to the students at the beginning of the semester. The grades used with their interpretations are available on each individual school's website.

The grade of **PR** is given only when the work for a course extends beyond the semester or term; it implies satisfactory performance and is used primarily in clinical/practicum, thesis and dissertation courses.

A grade of **CR** (credit) is given in certain instances. Contact the Office of the Registrar for additional information

The grade of **I** is given only when a student's work is satisfactory in quality but, due to reasons beyond her/his control, has not been completed. It is not given in lieu of an **F** or **W** or **PR**. The instructor assigning the grade will stipulate in writing at the time the grade is given the condition under which the **I** may be removed. The assigned work and a change of grade must be recorded within one calendar year from the date of the **I**. Failure to do so results in an **F** for that course and is not eligible for a grade change. The **I** may be replaced by an **RP** if the course is repeated within one year. The appropriate grade will be given for the second registration. The form for granting an incomplete (**I**) is available online at:

[http://www.ttuhscc.edu/registrar/documents/grade.incomplete.form\\_web.pdf](http://www.ttuhscc.edu/registrar/documents/grade.incomplete.form_web.pdf)

Semester Grade Reports: At the close of each semester and each summer term, final course grades are available on [webraider.ttuhscc.edu](http://webraider.ttuhscc.edu) (MyHSC).

Failure to meet certain university obligations may result in an administrative hold being placed on a student's access to such university procedures as registration, release of transcripts, and course add/drops. It is the student's responsibility to get the hold released, which can be accomplished by meeting the requirements of the department placing the hold.

**\*For policies regarding the above for School of Medicine, please contact the School of Medicine curriculum offices for Lubbock and El Paso to find out more information.**

2. **Grade Submission**

Grades are due by the date provided by the Office of the Registrar Office to each school. Any grades not turned in by the due date will be changed into a grade of X and an instructor will be required to submit an individual grade change form for each student to the Office of the Registrar for the appropriate change to be made. A change of grade must be recorded within one calendar year from the date of the X. Failure to do so results in an F for that course and is not eligible for a grade change.

3. Any grade of WF would need to have the late drop request form submitted to the Office of the Registrar.