



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.

A grade of "Credit" (**CR**) is given in the Graduate School of Biomedical Sciences to imply satisfactory performance in thesis and dissertation courses. A grade of **CR** can also be given in other instances. Please contact the Registrar's Office for additional information.

A grade of "In Progress" (**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. Assigned work and a change of grade must be recorded by the end of the following term from which the **PR** was assigned. Failure to do so will result in the school requesting either a "Failure" (**F**) be assigned by submitting a [Change of Grade Form](#) or an Incomplete (**I**) by submitting the [Grade of Incomplete Form](#) to the Registrar's Office.

A grade of "Incomplete" (**I**) is given only when a student's work is satisfactory in quality but, due to reasons beyond their control, has not been completed. It is not given in lieu of a **F** or Withdrawal (**W**) or **PR**. At the time the **I** is assigned, the instructor will stipulate in writing the condition under which it may be changed. The assigned work and a change of grade must be recorded within one calendar year from the date the **I** was recorded. Failure to do so will result in the Registrar's Office assigning a **F** for that course and will cause it to become ineligible for a grade change. A [Grade of Incomplete Form](#) must be completed and signed by the appropriate school personnel in order for the Registrar's Office to assign the **I**. A grade of Incomplete will not be replaced with a **W** or **WF**.

2. Grade Submission

Grades are due by the date provided by the Registrar's Office to each school via the Academic Calendar. Any grade not turned in by the due date will be changed to a grade of **X** and the instructor

of record will be required to submit individual grade change forms for each student to the Registrar's Office for the appropriate change to be made. A change of grade must be recorded within one calendar year from the date of the assigned **X**. Failure to do so will result in a **F** for the course and cause it to become ineligible for a grade change.

Any grade of Withdraw Failing (**WF**) would need to have a late drop request form submitted to the Office of the Registrar. A **WF** will not be used to replace a grade of Incomplete.

Semester Grade Reports: Final grades are available on the Web Raider Portal (webraider.ttuhsc.edu) at the end of each semester.

3. Grade Changes

A change of grade may occur only if there has been an error in computation or recording of the grade or if a change has been ordered as a result of the grade appeal process. A change of grade also occurs when grades of **I**, **PR** or **X** have been assigned.

- a. The currently adopted institutional [Change of Grade Form](#) must be used for the purpose of correcting grades on a student's educational record.
- b. The reason for changing a grade recorded in a student's permanent academic record must be provided on the Change of Grade form and must be signed by the instructor and the Associate Dean and/or the schools' designated official signature authority. Designating official signature authority must be documented with a memo to the Registrar's Office. If the instructor of record is no longer employed by the University, or is classified as adjunct faculty and are no longer available, the Program Director may sign the Change of Grade Form in lieu of the original instructor of record.
- c. The Change of Grade Form will be added to the student's permanent academic record by the Registrar's Office staff.
- d. All grade changes must be made within one year of the issuance of the grade.
- e. Change of Grade Forms that are missing basic information, or that contain incorrect information, will not be processed by the Registrar's Office and will be returned to the school for correction.