



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 59.05, **Grading Procedures and Academic Regulations**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to articulate grading procedures and academic regulations.

**REVIEW:** This HSCEP OP will be reviewed by March of even-numbered years (ENY) by the Academic Council with substantive revisions presented to the vice president for academic affairs.

### POLICY/PROCEDURE:

#### I. **Grading Procedures.**

A. **Grade modes, interpretation and grade points.** The grade mode and the method of determining the grade will be included in the course syllabus as presented to the students at the beginning of the semester. Note regardless of course grade mode that all non-passing grades require entry of last day of attendance for each student for compliance with Federal Financial Aid.

1. <b>Traditional letter grading</b>	<b>Grade Points</b>
A = Well above the passing standard	4.0
B = Above the passing standard	3.0
C = Passing standard	2.0
D = Below the passing standard	1.0
F = Well below the passing standard	0.0
2. <b>Credit/No Credit grading</b>	
CR = Credit	*NA
NC = No credit	0.0
 Use of the grades of "CR" and "NC" is limited to thesis and dissertation courses, and to other courses as deemed appropriate and specified by the academic unit.	
3. <b>Pass/Fail grading</b>	
PA = Meets or exceeds the passing standard	*NA
FA = Below the passing standard	0.0
4. <b>Honors/Pass/Fail grading</b>	
HO = Well above the passing standard (determined by school)	*NA
PA = Passing standard	*NA
FA = Below the passing standard	0.0

#### 5. **Other grades**

DG = Course counted toward six course limit of undergraduate drops during undergraduate academic career (see Texas Education Code 51.907).

*DE = Deferred – temporary grade only. The grade of “DE” is a temporary grade that is given only when a **student’s work is unsatisfactory in quality** and the work in a course extends beyond the semester or term based either on course policy or on a remediation plan established for the student by the school’s Grading and Promotions Committee. Upon satisfactory completion of the remediation plan, a grade of “PA” (i.e. passing) is assigned via a Change of Grade form initiated by the assigned instructor of the course. If the student is, based on other academic deficiencies, required to repeat the year, then a grade of “RP” is assigned via a Change of Grade form initiated by the assigned instructor of the course. The remediation assignment and a Change of Grade Form must be recorded within one year of the “DE” assignment, failure to do so results in the grade being converted to FA or F. Students unsuccessfully remediating a course are assigned a grade of “F” or “FA”. (0.0 grade points). (0.0 grade points)*

DW = Grade assigned when the student drops a graduate course after the census day (12th day of class) and before the student-initiated drop deadline.

FA/PA = Failed First Attempt/Passed Remediation. The grade of “FA/PA” is a final grade for Paul L. Foster School of Medicine and Woody L. Hunt School of Dental Medicine students only and is awarded in the event that a student fails the initial course attempt but passes an additional opportunity to remediate the deficiency as required by the Grading and Promotions Committee.

I = Incomplete – temporary grade only. The grade of “I” is given only when a **student’s work is satisfactory in quality** but, due to reasons beyond her/his control, course requirements have not been completed. It is not given in lieu of an “F”, “FA”, “W”, “PR”, or “NC” (see below). The instructor assigning the grade must stipulate in writing (to the student and Registrar) at the time the grade is given the conditions under which the “I” may be removed and the specific date by which the make-up work is to be completed. The assigned work and a Change of Grade form initiated by the instructor must be submitted within one calendar year from the date the “I” is awarded. Failure to do so results in an “F” or “FA” for that course for graduate and undergraduate coursework. In rare cases, an extension may be approved by the instructor of record with a specific time limit and processed by filling out the Grade Change form. The Grade Change form should be initiated by the instructor of record online through the Office of the Registrar. (0.0 grade points)

PR = In Progress – temporary grade only. The grade of “PR” is given only when the student’s work is satisfactory in quality and the work in a course extends beyond the semester or term; it implies satisfactory performance. Within one calendar year from the date the “PR” is assigned, the instructor of record must replace the grade of “PR” with a final grade of “A”, “B”, “C”, “D”, “F”, “PA”, “CR”, “NC”, “W”, “FA” or “FA/PA”. The Change of Grade form should be initiated by the instructor of record through the Office of the Registrar. (0.0 grade points)

RP = Repeat course for grade replacement. The grade of “RP” designates a course repeated to remove the original grade of “C”, “D”, “F”, or “W”. An “RP” receives no grade points (\*NA). The student must receive permission from his/her school prior to enrolling for the grade replacement course. See school’s policies for required steps. Also see item F below. (0.0 grade points)

W = Withdrawal (see item C. below)

X = No grade reported. An assignment of an X after one year will result in an F or FA (0.0 grade points. NA – Not applicable; not counted in GPA.

- B. **Grade Changes.** Grade changes must be initiated by the instructor of record through the Change of Grade form process established by the Office of the Registrar. Justification for the change must be documented.

On the rare occasion when an instructor of record is unable to be reached after due diligent effort, a department chair or dean may initiate a grade change on behalf of the instructor of record. This grade should align with the instructor of record's documentation and may only be initiated after due diligence has been exercised to reach the faculty member.

In the event of a successful grade appeal under the academic unit grade appeal processes, an academic dean may initiate an administrative grade change on behalf of the instructor of record by providing the outcome of the grade appeal as justification.

- C. **Withdrawal from all Classes (Dropping to Zero Hours).** (See Texas Education Code 54.006 for Refund or adjustment of tuition and fees for dropped courses and student withdrawals.) Students, undergraduate and graduate, who find it necessary to withdraw from the university prior to the end of a term should submit an online withdrawal request to the Office of the Registrar; the last date of attendance is required and also serves as the effective withdrawal date (see Texas Education Code 54.006). Students must clear all administrative holds from various academic or administrative departments prior to withdrawing officially from the university. The notation of "W" (withdraw) will be recorded for each class.

The Office of the Registrar shall process administrative withdrawals for medical reasons or due to the action of a school academic committee decision only after the receipt of an administrative withdrawal request from the respective academic dean or associate dean.

- D. **Dropping a Course – Graduate Students.** The procedure for dropping from a course varies according to the school guidelines. Students may officially drop a course through the census day of a term and no grade designation is recorded. When a student drops after the census day (12th day of class for traditional 16 week terms) and by the student-initiated drop deadline, a grade of DW will show on the transcript.

- E. **Dropping a Course – Undergraduate Students.** (See Texas Education Code 51.907.) Note: If a student drops a course after the census day and by the student-initiated drop deadline, a grade of DG will show on the transcript; see 1.A.5., Other Grades in this policy. All students who attend a Texas state institution of higher education are restricted to a maximum of six course drops during their undergraduate academic career. This includes all courses that were dropped at any Texas state institution of higher education the student has attended. For example, if a student attended a public community college and dropped two courses prior to enrolling at TTUHSC El Paso, that student has four course drops remaining prior to graduation.

All course drops are the responsibility of the student, regardless of whether during the early semester student-initiated add/drop period, later in the semester as one of the restricted drops, or because of withdrawal from the university.

Exclusions from the rule governing course drops are as follows:

1. Student-initiated add/drop at the beginning of each semester by the associated census day allows students to drop a course without the drop counting against their limit of six drops. The student-initiated add/drop period is noted in the academic calendar that appears in each university catalog and online at the TTUHSC El Paso Registrar's Office.

2. Students who find it necessary to withdraw completely from the university by the withdrawal deadline will not have the dropped courses counted against their six course limit.

Aside from the exceptions noted above, students will not be permitted to drop more than six courses during their undergraduate academic career unless they can show good cause, including, but not limited to, demonstrating one or more of the following:

- Severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
- Student responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course.
- Death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death affects the student's ability to satisfactorily complete the course.
- Active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service affects the student's ability to satisfactorily complete the course.
- Change of the student's work schedule that is beyond the control of the student and affects the student's ability to satisfactorily complete the course.

Students who have dropped the maximum number of courses and believe they have good cause to drop an additional course should petition their academic dean.

- F. **Replacing a Grade.** A student must receive approval through their school's process (Academic Progression/Promotions Committee) prior to enrolling in order for a course to be eligible for grade replacement. The grade replacement is for the purpose of providing an adjusted grade point average (GPA). The most recent passing grade will replace all previous grade/s in that course via submission of a Grade Change form. The cumulative adjusted GPA will be posted on the transcript, and a notation will indicate the original course grade that is being replaced. The original grade will be changed to "RP" with 0.0 grade points.

## II. Academic Regulations.

- A. **Classification of Students.** An undergraduate student is classified according to the following:

Freshman:	0 – 29 hours
Sophomore:	30 – 54hours
Junior:	55 – 89 hours
Senior:	90 – completion of degree requirements
Graduate:	Enrollment after a baccalaureate degree has been earned

- B. **Semester Credit Hour.** TTUHSC El Paso currently uses the following to determine enrollment status for students:

Classification	Enrollment Status	Fall/Spring (credit hours)	Summer (credit hours)
Undergraduates	Full Time	12+	12+
	<sup>3</sup> / <sub>4</sub> Time	9, 10, 11	9, 10, 11
	<sup>1</sup> / <sub>2</sub> Time	6, 7, 8	6, 7, 8
	Less than <sup>1</sup> / <sub>2</sub> Time	1, 2, 3, 4, 5	1, 2, 3, 4, 5
Graduates	Full Time	9+	6+
	<sup>3</sup> / <sub>4</sub> Time	6, 7, 8	4, 5
	<sup>1</sup> / <sub>2</sub> Time	5	3
	Less than <sup>1</sup> / <sub>2</sub> Time	1, 2, 3, 4	1, 2
Medicine/Dental	Full Time	1*	1*
	<sup>3</sup> / <sub>4</sub> Time	NA	NA
	<sup>1</sup> / <sub>2</sub> Time	NA	NA
	Less than <sup>1</sup> / <sub>2</sub> Time	NA	NA

\* Class hours not applicable

- C. **Administrative Holds.** 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 diploma. 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.
- D. **Degree Requirement Completion Deadline.** All requirements for a degree must be completed no later than 30 calendar days after the graduation date. During this period, students may receive a copy of their transcript but the degree will not be posted on it. Their diploma will be released to the student when all degree requirements have been completed. An administrative hold will be placed on their academic file by the registrar until all degree requirements have been completed and documented by the registrar. Failure to meet the 30-day completion deadline will result in the student's graduation being deferred to the next graduation period.
- E. **Notation on Transcripts and Permanent Educational Records.** Other than dismissal from the university or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent educational record, but shall become part of the student's disciplinary record which is maintained in the Office of the Dean or designee for the applicable school (see the Institutional Student Handbook, Part II),
- F. **Audit Registration. Enrolled students at TTUHSC El Paso may audit courses under the following provisions:**
1. TTUHSC El Paso enrolled students should complete an Audit Registration form ([see Attachment A](#)) for each course to be audited after classes have begun and prior to the Census Day of the term. This form must be signed by the instructor teaching the course and by the dean or designee of the respective school and then taken to Student Business Services for payment.
  2. No grades will be assigned, and no credit will be awarded for audited courses. The extent of class participation is at the discretion of the instructor.
  3. Credit by examination for audited courses will not be permitted unless tuition and all appropriate fees are paid before the exam is taken.

4. The following courses cannot be audited: clinical, laboratory or courses specified in the degree plan, unless required under a remediation plan by the school. It is the student's responsibility to verify that the course being audited is not within the excluded categories. Audit Registration fees will not be refunded for a class in an excluded category.
5. Course auditing fees:
  - a) Students enrolled on a less than full-time basis for the semester must pay a \$10.00 fee.
  - b) No charge is assessed to students enrolled on a full-time basis for the semester.
6. Students should not register for courses they plan to audit. Course registration does not guarantee a seat as an auditor. Registering for the course will result in assessment of regular tuition and fees, in addition to the audit fees noted above.