

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Grading System

UH-Downtown/PS 03.A.04
Issue No. 6
Effective date: 4/25/94
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1. PURPOSE

This PS describes the grading system used at the University of Houston – Downtown (UHD).

2. POLICY/PROCEDURES

2.1 Grades and Grade Points

2.1.1 A grade reflects the instructor's evaluation of a student's achievement in a specific course.

2.1.2 The grading system at UHD is as follows:

<u>Grade</u>	<u>Grade Points per Semester Credit Hour</u>
A = Superior	4.0
B = Above Average	3.0
C = Average	2.0
D = Below Average	1.0
F = Failing	0

IP = In Progress

S = Satisfactory (Passing)

I = Incomplete

W = Withdrew Passing

2.2 Grades of I, IP, and S

2.2.1 Grades of I

2.2.1.1 A grade of I is given only when an emergency prevents a student from completing the work in a course. Each time a grade of I is awarded, the instructor should file with his department chair a written statement of the work necessary for removal of the I.

2.2.1.2 A grade of I will be changed to a passing grade if the missing work is completed satisfactorily before the end of the long semester immediately following the semester in which the I was received.

2.2.1.3 A grade of I that is not removed before the end of the long semester immediately following the semester in which the I was received automatically becomes an F.

2.2.1.4 Repeating a course for which a grade of I was received has no effect on the resolution of the original grade.

2.2.1.5 A grade of I counts as an F in calculating the cumulative GPA for graduation.

2.2.2 Grades of IP

2.2.2.1 A grade of IP (In Progress) may be given in courses as recommended by an academic department and approved by the appropriate academic dean and the vice president for academic affairs.

2.2.2.2 In calculating the GPA, a grade of IP is treated as a W.

2.2.2.3 To receive credit for a course in which an IP was assigned a student must repeat the course and earn a credit-bearing grade.

2.2.3 Grades of S

2.2.3.1 A grade of S (Satisfactory Passing) may be earned in field experience courses and certain courses as recommended by an academic department and approved by the appropriate academic dean and the vice president for academic affairs.

2.2.3.2 Credit received with a grade of S is not included in calculating the GPA.

2.3 Withdrawal from Courses

2.3.1 Students will not receive a grade if they withdraw from a course within

- the first 12 days of classes during a long term,
- the first 8 days of classes during an 11-week term,
- the first 6 days of classes during a 9-week term,
- the first 4 days of classes during a summer term.

2.3.2 Students automatically receive a grade of W for any course from which they withdraw after the dates specified in 2.3.1 above but before the end of

- Thursday of the 10th week during a long term,
- Thursday of the 7th week during an 11-week term,
- Thursday of the 5th week during a 9-week term,
- Thursday of the 4th week during a summer term.

2.3.3 A student requesting a retroactive withdrawal (a withdrawal after the published deadline) appeals to his academic advisor who investigates the case and makes a recommendation to the appropriate academic dean. If the dean determines that there is sufficient justification and documentation for retroactive withdrawal, he recommends retroactive withdrawal to the vice president for academic affairs and proposes an effective withdrawal date. If the vice president agrees with the dean's recommendation, he authorizes retroactive withdrawal and establishes the effective withdrawal date. If the withdrawal date is fixed prior to the official enrollment certification date, reference to the course(s) in question is deleted from the student's record. If the effective withdrawal date is fixed after the official enrollment certification date, the student receives a grade of W in the course(s).

2.3.4 Class days for 2.3.1 and 2.3.2 are defined as days on which the university has one or more classes scheduled; not on the days for which a particular student is scheduled for his/her particular classes.

2.4 Appeal of Grades

2.4.1 If a student believes a grade to be in error, he may appeal it in the following sequence: (1) to the instructor, (2) to the appropriate department chair, (3) to the appropriate dean.

2.4.2 If a student does not appeal a grade within one calendar year after the close of the semester in which the grade was received, the grade is final and no appeal will be heard.

2.5 Calculation of the Cumulative Grade Point Average (GPA)

2.5.1 Definition of the GPA

The GPA is a measure of the level of a student's academic achievement. It is calculated by dividing the total number of grade points earned by the total number of semester hours counted, which may vary according to the use for which the GPA is intended. The following formula represents the method of computing the GPA.

$$\text{GPA} = \frac{\text{Total Number of Grade Points Earned}}{\text{Total Number of Semester Hours Counted}}$$

2.5.2 Grade Points Earned

The number of grade points earned for each course equals the hour credit value of the course (the second digit in the course number) multiplied by the points awarded for grades received. I's are not counted in the calculation of the GPA except for graduation.

2.5.3 Repeated Course Policy

When a course is repeated, the last grade received in the course will be used in computing the grade point average.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Academic Affairs
Review: Biennial

Reprint of original policy statement. Signed original on file in the President's Office.