**Name of Policy:** Grades and grading.  

**Policy Number:** 3364-71-11  

**Approving Officer:** President  

**Responsible Agent:** Provost & Executive Vice President for Academic Affairs and Chancellor & Executive Vice President for Biosciences & Health Affairs/Dean of the College of Medicine  

**Effective date:** May 1, 2011

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<tr>
<th>New policy proposal</th>
<th>Minor/technical revision of existing policy</th>
<th>Major revision of existing policy</th>
<th>Reaffirmation of existing policy</th>
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(A) **Policy statement**

The policy recognizes the use of grades as a measure of academic standing. A grade will be awarded for a course at the end of each term by the instructor of record to indicate a student's academic achievement in a credit bearing course. The university uses a variety of grading systems appropriate to the pedagogy of the course. A college may establish limitations on the number of courses a student may take with a non-letter grade. All grades are due at the end of each term. All grades, including non-letter grades and grades associated with non-satisfactory course completion, such as W, U, NC, are transcripted and remain as part of the official record.

Grades are considered to be official at the time of submission to the registrar's office at the end of each term. Official grades can only be changed in accord with established policies and procedures. Grade appeals and evidence of grading errors are governed by the academic grievance policy, 3364-71-05.

Students may elect to earn a grade other than a letter grade in undergraduate courses when this option is made available.

A student may elect to audit a course. A grade of “AU”, audit, is awarded for any coursework taken as audit. Audit means a student is enrolled in credit bearing courses but elects not to receive credit.

(1) **Letter grades**

Letter grades may be awarded as follows:

Grade point averages and quality points are computed based on the following:
GRADES, DEFINITION OF GRADE, AND QUALITY POINTS FOR EACH GRADE

A .........................................Achievement of outstanding quality  4.00
A- .......... Achievement of slightly less than outstanding quality  3.67
B+ ..................... Achievement of slightly better than high quality  3.33
B- ................................................Achievement of high quality 3.00
B- ......................... Achievement of slightly less than high quality 2.67
C+ ............................. Work of slightly better than average quality 2.33
C .................................................. ......Work of average quality  2.00
C- ................................. Work of slightly less than average quality 1.67
D+ ............................................... Work well below the average quality 1.33
D- .................................................. ................. Poor but passing 1.00
D- .................................................. ........... Barely above failing 0.67
PS........................................ Pass (selected courses only); equivalent of *
....................... A, A-, B+, B, B-, C+ or C
S............................................. Satisfactory (credit earned; graduate and *
............................................ professional courses only) *
F............................................... Failure  0.00
IN.............................................Incomplete * *
PR.............................................Progress *
W ................................. Withdrawal *
U.............................................. Unsatisfactory (no credit; hours calculated *
........................................... into grade point average; graduate and 0.00
........................................... professional courses only) *
NC.............................. No Credit (selected courses only) equivalent *
........................................ of C-, D+, D, D- or F *

* No effect on grade point average

(2) Non-letter grades

Non-letter grades are awarded as follows:

No grade (R) - R is used until a final grade is available.

Pass/no credit (P or NC) Students may elect to enroll in certain undergraduate courses for *
pass/no credit rather than an A-F grade.

Incomplete (IN) - The grade of ‘incomplete’ (IN) is assigned only in extraordinary cases *
when unexpected conditions prevent the student from completing the requirements of the *
course within the term of enrollment.

Progress in review (PR) - For undergraduate individual-study courses, and for special *
projects at the undergraduate levels, such as honors thesis, study abroad, etc. that may not *
be completed at the end of a particular grading period, the grade of PR may be given to *
denote work in progress. It will not be considered in computing the grade point average.

(B) Purpose of policy

This policy outlines the grading system for undergraduate credit bearing courses at the *
university.
(C) Scope

This policy applies to all undergraduate students. Each college may publish detailed implementation strategies specific to that college.

(D) Procedures

All grades for credit-bearing courses, letter, and non-letter, are due at the end of each term as established by the registrar's office. Once a grade for a credit bearing course is submitted to the registrar's office, it is considered official. No grade is given to students enrolled to audit a credit-bearing course.

Pass/no credit (p or nc)

Students may elect to enroll in certain undergraduate courses for pass/no credit rather than an A-F grade. Students must complete a petition to take a class pass/no credit and obtain the approval of their college before the end of the 15th calendar day of the term. Grades of C or better will be changed to “ps”, and grades of C-, D+, D, D- and F will be changed to “nc” or no credit. The grades of PS and NC do not affect the grade point average. Students should consult their college regarding any limitations that may exist for this option.

Incomplete (in)

The grade of ‘incomplete’ (IN) is assigned only in extraordinary cases when unexpected conditions prevent the student from completing the requirements of the course within the term of enrollment. The student must complete the required work before the end of the following semester in which the grade is received (excluding summers); otherwise the grade will be converted to a grade of F by the registrar's office. The student may initiate a request for an additional semester to complete the work for the grade (excluding summers). The extension is granted upon the approval of the faculty member and the associate dean of the college offering the course. Once a course is given a grade of F, the student is required to re-register and re-take the course to earn a different grade. The incomplete grade will not be considered in computing the student’s grade point average. Students should consult their college regarding any limitations that may exist for this option.

Progress in review (PR)

For undergraduate individual-study courses, and for special projects at the undergraduate levels that may not be completed at the end of a particular grading period, the grade of PR may be given to denote work in progress. It will not be considered in computing the grade point average. Except in certain cases involving continuing graduate students graduating with a master’s degree, the grade of PR must be removed from the student’s record before the student may graduate.

Official grades can only be changed as follows:

(1) To change either the grade of IN or PR to a letter grade:
(a) Upon the completion of all requirements for a credit bearing course, the instructor of record will change the grade from either IN or PR to the grading system for the course and submit the new grade to the registrar’s office through established processes. Forms are available on the registrar’s web site.

(2) To change a letter grade to a letter grade:
(a) A letter grade to letter grade changes must be forwarded to the college dean for their signature prior to being submitted to the registrar’s office through established procedures. Forms are available on the registrar’s web site.

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<td>Lloyd A. Jacobs, M.D.</td>
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<td>President</td>
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<th>Policies Superseded by This Policy:</th>
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| Initial effective date: May 1, 2011 |
| Review/Revision Date:               |
| Next review date: May 1, 2014       |

| Policy originally published in 2006-2008 Undergraduate Catalogue and transferred to UT policy website. |

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