

UNIVERSITY OF HOUSTON

Grading System

A	Excellent, superior achievement
A-	
B+	
B	Good, exceeding all requirements
B-	
C+	
C	Average, satisfactorily meeting all requirements
C-	
D+	
D	Poor, passing
D-	
F	Failing or withdrawal while doing failing work
I	Incomplete
S	Satisfactory
U	Unsatisfactory
W	Withdrawal while passing a course or while no evaluative data were available

In the case of Foundations courses (ENGL 1300, MATH 1300, READ 1300), and Senior Honors Theses, an "in progress" grade may be awarded.

Grade Assignment

Grades are awarded in courses in which students are officially enrolled after the last day to drop or withdraw from a course without receiving a grade. This date is indicated in the academic calendar for each enrollment period.

Grade Explanations

1. Passing grades for which semester hours of credit are awarded are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and S. (Pharmacy students should refer to the College of Pharmacy section.)
2. The grades of S (satisfactory) and U (unsatisfactory) may be awarded in certain specified courses.
3. The grade of I (incomplete) is a conditional and temporary grade given when students are passing a course but, for reasons beyond their control, have not completed a relatively small part of all requirements. Students are responsible for informing the instructor immediately of the reasons for not submitting an assignment on time or not taking an examination. The grade of I must be changed by fulfilling the course requirements within one year of the date awarded, or it will be changed automatically to an F (or to a U in S/U graded courses). The grade of I may not be changed to a grade of W, but may only be changed to another letter grade.

Students should understand that the only way to have an I (incomplete) changed to a passing grade is to fulfill the specific course requirements by the appropriate date. **Students should not re-register for courses in which they previously received an "I" grade.** Students must contact the instructor of the course in which the student received an "I" grade to make arrangements to complete the course requirements. If the instructor requires the student to participate in all or part of the same class in another semester, the student should not re-register for the course. After the course work is completed, the instructor will submit a change of grade form to change the "I" grade to the grade earned. The student should understand that both grades, the original "I" and the earned grade, will appear on the transcript.

4. The grade of W (withdrawal) indicates that the student was passing or that no evaluative data were available at the time the student dropped the course. The grade of W is assigned to a course only after the last day to drop or withdraw without receiving a grade (four weeks after the first day of classes in a fall or spring semester), and before the final day to drop or withdraw (four weeks prior to the last day of classes in a fall or spring semester). Students are responsible for initiating action to drop or withdraw from classes. Students who fail to do so will be retained on

the class rolls even though they may be absent for the remainder of the semester. In such instances a grade of F (or U in S/U graded courses) will be awarded unless the conditions for a grade of I have been met.

5. An "in progress" designation in place of a grade indicates that the student is proceeding satisfactorily but must re-enroll to obtain a final grade.

Grade Point Average

Grade points are awarded as follows for each semester hour in which students receive a grade.

A	4.00	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	1.00	D-	0.67
B	3.00	C-	1.67	F	0.00

The grade point average is the quotient obtained by dividing the total number of grade points earned by the number of semester hours in which students receive a letter grade. Grades of S, U, I, and W are not assigned grade point values and are not used in the computation of the grade point average.

A change in grade (other than I, incomplete) will affect the academic status of the semester in which the grade was earned and all subsequent semesters. A change of grade from I will affect only the semester in which the I is completed (or changed to F or U) and all subsequent semesters.

Decimals beyond two places are truncated, not rounded, in computing the grade point average.

Cumulative Grade Point Average

The cumulative grade point average is based upon all work taken at the University of Houston, including courses that are repeated, for which grade point values are assigned.

A repeated course, including courses repeated during a summer session, is equivalent to a new course both in the determination of classification and in computing the cumulative grade point average.

Fulfillment of Grade Requirements for a Degree

The cumulative grade point average shall be used to determine the fulfillment of grade requirements with the following differences:

1. The grade of I shall be computed as F.
2. Upon approval by the dean of the college of the student's major, a maximum of six semester hours, eight in the case of laboratory courses, taken during the first 30 semester hours of undergraduate course work at the university may be eliminated from the computation. The College of Social Sciences will not eliminate any semester hours of undergraduate course work from the computation of the graduation grade point average for a bachelor's degree.
 - A. Neither these grades nor the courses for which they were awarded are removed from the student's official academic record.
 - B. These eliminated courses shall not be used to fulfill any degree requirement.
 - C. Grades may not be eliminated for courses subsequently repeated.
 - D. These exceptions shall be used only to allow a student to achieve the minimum grade point average for graduation.

Academic Fresh Start for Current and Former Undergraduate Students

Former or current University of Houston undergraduate students may elect under the university's Academic Fresh Start Program to have all academic course work completed at the University of Houston 10 or more years prior to the semester of election removed from consideration by the university and by the dean of the college of their major for any academic purpose. (*Certain provisions of the Right to an Academic Fresh Start enacted by the Texas legislature in 1993 [provision d, relating to admission to a postgraduate or professional programs] do not apply.*) These purposes include but are not limited to determining their classification, academic standing, course prerequisites,

degree requirements, grade point average, eligibility for graduation, and eligibility for honors. Students who elect this option cannot use any of the course work that has been removed from consideration for any academic purpose.

Courses that are removed from consideration under provisions of the Academic Fresh Start Program will not be removed from the student's academic record, but the student's UH transcript shall be annotated to identify the courses that have been removed from consideration.

Any academic probations and suspensions that resulted from course work removed from consideration under this program will not be counted in any future determination as to whether the student is placed on academic notice, academic probation, or academic suspension.

There may be implications for financial aid and veterans benefits for students enrolled under Academic Fresh Start. Students should contact these offices for more information.

Students may elect to use the provisions of this Academic Fresh Start Program only once at the University of Houston. Certain benefits of the state law pertaining to Academic Fresh Start do not apply to UH students. See an advisor for details.

Former and current undergraduate students may obtain more information on this Academic Fresh Start Program by contacting the dean of the college of their major or the University Studies Division.

For more information on the Academic Fresh Start Program for undergraduate transfer students, refer to Academic Fresh Start For Undergraduate Transfer Students in the Admissions, Advising, Orientation and Registration section of the UH catalog.

Examinations

Within Semester Examinations

Examinations in undergraduate courses within the semester shall be given during the scheduled time and day of the class as designated in the printed class schedule. Any exception to this policy must be approved by the dean of the college and the Provost. All classroom and laboratory examinations are subject to this campus policy.

When it is known prior to the beginning of the semester that there will be examinations scheduled at times other than the regularly scheduled time period for the class and for which written approval has been obtained, such examinations shall be footnoted in the printed class schedule.

When examinations are to be scheduled at times other than the regularly scheduled time period for the class and where written approval has been obtained, and in recognition of students' needs and responsibilities within and outside the university, written notification (e.g. course syllabus) shall be provided to the students during the drop/add period for the semester.

Final Examinations

Final examinations shall be given during the time and date designated in the class schedule. Any exceptions to this policy must be approved in writing by the dean of the college and announced no later than the last day to drop a course.

In recognition of students' needs to prepare for final examinations, it is contrary to campus policy to assign previously unscheduled work in the form of tests, papers, or reports during the 14 calendar days prior to the examination period of each semester or five calendar days prior to the examination period of each summer session.

There shall be no required undergraduate class meetings, other than for final examination purposes, after the last day of classes. There shall be no final examinations during the reading period (see the Academic Calendar section of the UH catalog).

Final Grade Reports

Grades are now available through the Voice Information Processing (VIP) system. Service is available for students to request a paper copy which will be sent to the student's mailing address as reflected in university records.

Students may use the Voice Information Processing (VIP) system to check if their grades have been posted for the semester. Grades are posted or put into the database on a nightly basis following final exams. See the class schedule for instructions on using VIP.

Students are encouraged to contact the instructor of record or submit written requests to the department chair whenever questions arise concerning a grade received in a course. Students have 90 days after the posting of a grade to appeal. To appeal a grade, students must submit a completed Course Adjustment Form to the department where the course is offered no later than the close of the semester/summer session following the posting of the grade. Faculty are required to retain all evaluated student material for a six month period after the end of the last class of the semester evaluated.

Scholastic Requirements

Law, optometry, and pharmacy students should refer to the scholastic requirements specified in the appropriate college section of the UH catalog.

Undergraduate and postbaccalaureate students are expected to maintain a 2.00 (C) minimum cumulative grade point average, which is the minimum permitted for graduation. They are subject to scholastic action any semester or summer session in which one or more semester hours are attempted. The summer sessions are considered a unit equivalent to a semester.

Academic Notice, Academic Probation, and Suspension

The standards below apply to all undergraduate and postbaccalaureate students enrolled. Students who entered under a previous catalog will be held to these standards.

1. Freshman students who earn less than a 2.00 grade point average in the first semester of enrollment at the University of Houston shall be placed on Academic Notice. All new students are encouraged to take 16 hours or less in the first semester at this university. Students on Academic Notice are not on Academic Probation and cannot be suspended. Students on Academic Notice *must* be advised by the University Studies Division and their major departments.
2. Students are placed on Academic Probation if their cumulative grade point average falls below 2.00. Freshman and sophomore students on Academic Probation are *urged* to seek advising in their major departments. They may also consult the advisors in the University Studies Division.
3. Students on academic Probation whose semester or summer session grade point average is below 2.00 are placed on academic suspension at the close of that semester or summer session.
 - a. The first academic suspension is for a period of *at least* one semester (fall or spring or summer).
 - 1) Students placed on academic suspension at the end of a fall semester are not eligible to re-enroll until the following summer.
 - 2) Students placed on academic suspension at the end of a spring semester are not eligible enroll until the following fall.
 - 3) Students placed on academic suspension at the end of a summer session are not eligible to re-enroll until the following spring.
 - b. The second academic suspension is for a period of *at least* 12 months.
 - c. After their third academic suspension, students are ineligible to enroll at the University of Houston.
4. Students on academic probation whose cumulative grade point average is below 2.00 but whose semester or summer session grade point average is 2.00 or higher will remain on academic probation.
5. Students on academic probation will be removed from that status when their semester or summer session grade point average is 2.00 or higher and their cumulative grade point average is at or above 2.00.

Summer visiting students are not subject to academic probation or suspension while in that status. If, however, they are later admitted as regular students, the grades that they earned in their summer visiting status will be included in all subsequent calculations of their cumulative grade point average at the university.

Without regard to these regulations, the dean of a college may place on academic probation, retain on probation, or suspend any majors in that college whose academic records are deficient. The dean also may remove from academic probation or academic suspension any majors in the college whose academic progress warrants such action.

Readmission from Academic Suspension

1. Only the dean of the college may readmit students on academic suspension from the University of Houston. Only the Assistant Vice President for University Studies may readmit University Studies Division students.
2. Readmission from academic suspension is not automatic. Students seeking readmission must submit to the dean of the college in which they wish to earn their degrees:
 - a. A written petition justifying their readiness to resume their studies at the university.
 - b. Transcripts showing at least a 2.00 grade point average on all college work completed elsewhere while on academic suspension from the University of Houston.
 - c. Transcripts of all other completed college work.
 - d. University Studies Division students must submit their petition and transcripts to the Assistant Vice President for University Studies.
3. Students seeking to change their majors from the college from which they were suspended to another college must submit a "change of major" request along with a petition for readmission from academic suspension to the college of the intended major.
4. Colleges may have additional policies and procedures pertaining to readmission from academic suspension; therefore, students seeking readmission should consult the appropriate college section in the UH catalog or request information from the office of the academic dean for specific college requirements.