

# UNIVERSITY OF HOUSTON- CLEAR LAKE

## Grading System

Grade	Grade Points Per Semester Hour		
A, A-		4.000	3.667
B+, B, B-	3.333	3.000	2.667
C+, C, C-	2.333	2.000	1.667
D+, D, D-	1.333	1.000	0.667
F		0.000	

WX*	Withdrawal, No Evaluation
NG*	No Grade Submitted, Contact Instructor
I*	Incomplete-No Credit
CR*+	Credit
NC*+	No Credit
IP*++	In Progress-No Credit

Grades that bear a strike-through mark reflect either incomplete grades that have been changed to final grades, or grade changes that occur after final grades have been posted. Strike-through grades are not used in calculating the grade point average.

\*These grades are not included in computing the grade point average

+ CR/NC awarded only for CLEP and master's option course work

++IP awarded only for master's option course work

## Descriptions of Letter Grades

### Undergraduate

- Performance in the range of "A" represents **exceptional scholarship** and **intellectual initiative** in accomplishing course goals and objectives.
- Performance in the range of "B" represents **solid** or **significant achievement** in accomplishing course goals and objectives.
- Performance in the range of "C" represents **average** or **satisfactory achievement** in accomplishing course goals and objectives.
- Performance in the range of "D" represents the **minimally acceptable** performance in accomplishing course goals and objectives.
- An "F" performance represents **unsatisfactory** or **below minimally acceptable** achievement in accomplishing course goals and objectives.

### Graduate

- Performance in the range of "A" represents **exceptional scholarship** and **intellectual initiative** in accomplishing **graduate level** course goals and objectives.
- Performance in the range of "B" represents **competent achievement** in accomplishing **graduate level** course goals and objectives.
- Performance in the range of "C" represents the **minimally acceptable** performance in accomplishing **graduate level** course goals and objectives.
- A "D" or "F" performance represents **unsatisfactory** or **below minimally acceptable** performance in accomplishing **graduate level** course goals and objectives.

Grades of "+" or "-" are refinements of the letter grades described above and represent grade point variations. Faculty set the grading scale and determine how grades are earned in individual courses. Students should check with their school for specific program or certification grade requirements.

### **Grade Point Average (GPA)**

This average is computed by adding the grade points earned in each course and then dividing the total number of grade points by the total number of hours attempted excluding those hours for which grades are shown with asterisk (\*) in the grading system chart. GPAs will be carried to four decimals and then rounded to three.

Cumulative GPA is based on the grade points earned since the last UHCL degree awarded or since admission to UHCL. All undergraduate and graduate courses taken by undergraduate or post-baccalaureate students are calculated in the undergraduate GPA. All undergraduate and graduate courses taken by graduate students are calculated in the graduate GPA.

### **Incomplete Grade and Incomplete Grade Contract**

A grade of Incomplete ("I") may be given at the discretion of the instructor to students who are making satisfactory progress in a course. Incompletes are typically given for emergency situations which occur after the withdrawal date but prior to the end of the semester, and which prevent the student from completing course requirements. When assigning the grade of "I," instructors provide students with an Incomplete Grade Contract that outlines the work to be accomplished before the "I" can be converted to a final grade and specifies a deadline date; this contract constitutes an agreement between instructors and students. A grade of "I" must be resolved within the time limit set by instructors; however, such limits may not be extended beyond the grade submission deadline of the next long semester following the semester in which the "I" was assigned. Failure to resolve an "I" will result in its conversion to a final grade of "F" on students' permanent records. An "I" can be converted to a final grade only. The original grade of "I" and the changed grade will both appear permanently on the academic record. Students should not re-register for a course to complete a grade of "I." If any portion of the course must be repeated, students must sign up as an auditor for the course and pay appropriate fees. Incomplete Grade Contracts are submitted with Final Grade Rosters at the end of the semester.

Students on academic probation, who have outstanding "I" grades, will remain on probation until all incompletes are resolved. Students who have accumulated two or more unresolved grades of "I" may not register for additional courses without the approval of the appropriate associate dean. "I" grades are not calculated in the GPA. An "I" which has been changed to a grade or has been converted to an "F" will be recorded and academic action taken during the semester of the grade change.

### **In Progress Grade**

Master's Thesis, Project and Residency require continuous enrollment. A grade of In Progress ("IP") will be recorded until final grade assignment for completion of the master's option. Not all internships require continuous enrollment but those that do are eligible for "IP" grades. The "IP" grade will not automatically convert to "F" if not resolved within a specified time. At the time final grades for master's option course work are assigned outstanding "IP" grades will be converted to Credit ("CR") or No-Credit ("NC"). If the final grades are "C" or better, six hours of the letter grade assigned will be recorded and the remaining "IP" grades will be converted to "CR." If the final grades are "C-" or below, six hours of the letter grade assigned will be recorded and the remaining "IP" grades will be converted to "NC." Faculty, with the approval of the associate dean, may change an additional three hours of "IP" to a final letter grade. Students enrolled in Master's Option coursework are automatically enrolled in the same course each semester until a final grade is assigned, see Automatic Enrollment. Students must complete an application for graduation by the stated deadline during their last semester of enrollment. Failure to do so will result in a delay of graduation to a future semester.

### **Grade Changes**

Grade changes are allowed for only one of the following three reasons:

1. Removal of an incomplete grade.
2. Result of a formal grade appeal or hearing process.

### 3. Correction of instructor error.

Other than removing an incomplete, grades will not be changed on the basis of extra work submitted after final grades are assigned.

Only the course instructor may assign grades for students in a course. Grade changes may be made by the instructor or the associate dean in the absence of the instructor. After one long semester, a grade change submitted by an instructor must be approved by the course's associate dean. Grade changes must be filed in the Office of Enrollment Services within one year after the initial grade is posted. Grade changes resulting from the completion of In Progress ("IP") or Incomplete ("I") work may only be initiated by the instructor of record or the associate dean. When the grade change is processed, students will be notified by mail by the Office of Enrollment Services. Academic action that results from a grade change will be taken during the semester of the grade change. The changed grade will be the final grade used to compute the GPA.

### **Repeated Courses**

Grades earned and entered on students' permanent academic records will not be removed. If students repeat a course, it is with the understanding that the last grade earned in the course is the one counted toward fulfillment of degree requirements, but all hours and grades earned for those courses will be calculated in their GPA and used in determining their academic standing.

With prior approval of the appropriate associate dean, students may repeat courses at another college or university to raise a grade, including "F," earned at UHCL. However, the original grade earned at UHCL will remain a part of the academic record.

Courses repeated at other institutions are treated as transfer credit, will not be considered resident credit and will not be included in the UHCL GPA.

### **Academic Standards**

The university expects students to meet certain standards of academic performance in order to maintain good standing and degree candidacy. The academic performance standards stated in this catalog apply to all students regardless of the catalog under which they entered the university.

#### **Undergraduate Academic Status**

Undergraduate students must maintain a cumulative GPA of 2.000 or better in course work at UHCL. Each school may establish standards beyond the minimum cumulative university GPA requirement. A minimum of 2.000 cumulative GPA is required to graduate.

All course work taken as an undergraduate will be used in calculating the grade point average and determining academic status even when those courses are not counted toward degree requirements.

#### **Graduate Academic Status**

Graduate students must maintain a cumulative GPA of 3.000 or better in course work at UHCL. Each school may establish standards beyond the minimum cumulative university GPA requirement. A minimum of 3.000 cumulative GPA is required to graduate.

All course work taken as a graduate student will be used in calculating the grade point average and determining academic status even when those courses are not counted toward degree requirements.