



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 every even-numbered year (ENY) by the Academic Council with substantive revisions presented to the Vice President for Academic Affairs (VPAA).

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 or school policies presented to the students at the beginning of the semester.

1.	Traditional letter grading	Grade Points
	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.	Credit/No Credit grading	
	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.	Pass/Fail grading	
	PA = Meets or exceeds the passing standard	*NA
	FA = Below the passing standard	0.0
4.	Honors/Pass/Fail grading	
	HO = Well above the passing standard (determined by school)	*NA
	PA = Passing standard	*NA
	FA = Below the passing standard	0.0
5.	EPA grading	
	EA - Does (Action)	*NA
	EP - Shows (Performance)	*NA
	EC - Knows How (Competence)	*NA
	EK - Knows (Knowledge)	*NA

6. **Other grades**

DG = Course counted toward six course limits 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 Grade Change form initiated by the instructor of record for 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 Grade Change form initiated by the instructor of record for the course. The remediation assignment and a Grade Change 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).*

FA/PA = Failed First Attempt/Passed Remediation. The grade of “FA/PA” is a final grade and is awarded in the event that a student fails the initial course attempt but passes an additional opportunity to remediate the deficiency prior to progression according to the standard degree plan as required by the school-based policy.

FX = Failure based on unofficial withdrawal indicates that a student has not officially withdrawn from the course, has stopped attending the course, and hasn’t completed satisfactory coursework to be assigned an appropriate letter grade.

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. The grade of “I” cannot be used in lieu of a earn final, failing grade, progress grade, or withdrawal. The instructor of record assigning the grade must stipulate in writing (to the student and the Office of the 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 Grade Change form initiated by the instructor of record must be submitted within one calendar year from the date the “I” is awarded. Failure to do so will result in a failing grade for that course.–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 or designee 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 assign a valid final grade. The Grade Change form should be initiated by the instructor of record or designee online through the Office of the Registrar. (0.0 grade points).

W =Withdrawal indicates that a student has officially withdrawn from the course, and a determination of ability to pass or fail the course can’t be made at the time of withdrawal.

WI = Withdrawal Interim is not a valid final grade and indicates that a student officially withdrew from the course and the institution hasn't determined whether a "W", "WP", or "WF" will be assigned for the course. After 20 calendar days a "WI" will be changed to a "W".

WP = Withdrawal while Passing indicates that a student officially withdrew from the course, has completed satisfactory coursework to be assigned an appropriate letter grade, and was passing at the time of withdrawal.

WF - Withdrawal while Failing indicates that a student officially withdrew from the course, before completing satisfactory coursework to be assigned an appropriate letter grade, and was failing at the time of withdrawal.

X = No grade reported. An assignment of an "X" as an interim grade and the school has 45 calendar days to assign a final grade.

- B. **Grade Replacement.** The Office of the Registrar will initiate the grade replacement process at the end of each term after a TTUHSC El Paso course had been retaken at TTUHSC El Paso and prior to graduation. Grade replacement is for the purpose of adjusting the cumulative grade point average. On the transcript, the original grade will remain visible but will include a notation indicating that the original grade is excluded "E" from the final GPA/hours calculation. The transcript will include the original grade and original academic standing status on the term in which the initial grade was earned.
- C. **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 grade change must be documented.

On the rare occasion when an instructor of record is unable to be reached despite due diligent efforts, a department chair or dean may initiate a grade change on behalf of the instructor of record. This grade change 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 process, an academic dean may initiate a grade change on behalf of the instructor of record by providing the outcome of the grade appeal as justification.

II. **Changes in Course or University Enrollment.**

- A. **General Policies Related to Adding and Dropping Courses.** Students should be familiar with the enrollment rules established by their program. If permitted by their program, students have the ability to add or drop individual courses online using their eRaider account during the official web registration time period for each session identified on the institution's academic calendar. Web registration time periods may differ based on academic program; students may request for processing of an enrollment change outside of the web registration period by submitting the online Add/Drop Registration form. Some enrollment change requests may require the consent of the appropriate academic administrator for the course or student's program.

Students who drop courses prior to the census date posted for the session associated with the course they are dropping will not receive a grade for that course and the course will not be transcribed. It is the student's responsibility to initiate dropping a course by the appropriate deadlines. If a student fails to drop a course prior to the census date, a final grade will be assigned based on the date that the drop request was received at the discretion of the appropriate academic administrator. Generally, only students may register for courses; outside designated web registration dates, personnel from the Office of the

Registrar may do so with the approved Add/Drop Registration form. Some academic programs require academic staff to register students with their prior consent; each student should be aware of their program's registration practices.

Students enrolled in professional programs as defined by the Texas Higher Education Coordinating Board (THECB) may have additional limitations on their ability to change their own enrollment, including registration, dropping and adding courses. Students in these programs should initiate enrollment changes outside of the web registration time periods in consultation with the Office of Student Affairs and/or the Office of Academic Affairs within their school as per the rules of their program.

Under most circumstances, Enrollment Change form is processed within two business days. In order to attend classes, a student should be officially registered. It is the student's responsibility to inquire with the Office of Student Business Services to determine if a refund is applicable or a balance due; outstanding balances may prohibit additional registration. Students who have received financial aid may have their aid adjusted up or down, as a result of enrollment changes. Students should confer with the Office of Financial Aid & Military Affiliated Student Services prior to requesting changes to their enrollment.

If a student drops a course while subject of a disciplinary or academic dishonesty investigation and has received a grade of 'W', 'WP', or 'WF' the Registrar's Office may administratively change the grade to an appropriate final grade based on the outcome of the investigation or disciplinary hearing.

- B. Undergraduate Six-Drop Rule.** All undergraduate students who attend a Texas state institution of higher education are restricted to a maximum of six course drops during their undergraduate academic career (Texas Education Code 51.907). 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.

Exclusions from the rule governing course drops are as follows:

1. Courses dropped prior to the census date of the course's session.
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:

1. Severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course.
2. 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.
3. 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.

4. 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.
 5. 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.
- C. **Withdrawal from all Classes (Dropping to Zero Hours).** (See Texas Education Code §54.006 for Refund or Adjustment of Tuition and Mandatory Fees for Dropped Courses and Student Withdrawals.) Students who find it necessary to withdraw from the university prior to the last day to withdraw for the earliest session that they are registered for should submit an online Student Complete Withdrawal request to the Office of the Registrar or visit the Office of the Registrar to complete a withdrawal request.
- D. **Administrative Withdrawal.** The Office of the Registrar shall process administrative withdrawals for the following reasons:
1. Failure to meet financial obligations as agreed to by the student and the Office of Student Business Services.
 2. Failure to meet satisfactory academic progress in accordance with academic standing policy.
 3. Found in violation of the Code of Student Conduct through a Hearing Body or failure to comply with outcomes of a student conduct process.
 4. As a measure to restore equitable access to education, according to guidelines aligned with Title IX processes and response options. Withdrawals will be submitted from the Office of Title IX.
 5. Documented inability to withdraw oneself due to personal or medical circumstances.
 6. Documented evidence of student's enrollment at another institution and non-attendance at TTUHSC El Paso.

A student who is administratively withdrawn will be subject to any financial obligations and/or penalties as it relates to the effective date of withdrawal. Documentation supporting the cause for administrative withdrawal will be retained in the Office of the Registrar. The Office of the Registrar may contact the submitting office for additional documentation as needed to comply with auditing or judicial (subpoena) requests. Any exceptions to this policy should be reviewed and authorized by the VPAA or their designee in consultation with the Assistant Vice President for Student Services & Student Engagement.

III. **Academic Regulations.**

A. **Classification of Students.**

Undergraduate Students

Freshman:	0 – 29 hours
Sophomore:	30 – 54 hours
Junior:	55 – 89 hours
Senior:	90 – completion of degree requirements

Graduate Students

- Graduate - Certificate
- Graduate – Masters
- Graduate – Doctoral

Doctor of Dental Medicine Students

- Dentistry, First Year 0 – 38 credit hours
- Dentistry, Second Year 39 – 82 credit hours
- Dentistry, Third Year 83 – 126 credit hours
- Dentistry, Fourth Year 127 – 169 credit hours

Doctor of Medicine Students

- Medical, First Year 0 – 44 credit hours
- Medical, Second Year 45 – 69 credit hours
- Medical, Third Year 70 – 119 credit hours
- Medical, Fourth Year 120 – 153 credit hours

- 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+
	³ / ₄ Time	9, 10, 11	9, 10, 11
	¹ / ₂ Time	6, 7, 8	6, 7, 8
	Less than ¹ / ₂ Time	1, 2, 3, 4, 5	1, 2, 3, 4, 5
Graduates	Full Time	9+	6+
	³ / ₄ Time	6, 7, 8	4, 5
	¹ / ₂ Time	5	3
	Less than ¹ / ₂ Time	1, 2, 3, 4	1, 2
Medicine/Dental	Full Time	1*	1*
	³ / ₄ Time	NA	NA
	¹ / ₂ Time	NA	NA
	Less than ¹ / ₂ 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 issuance of a diploma. It is the student's responsibility to have the hold removed by meeting the requirements of the department that placed the hold.
- D. **Degree Requirement Completion Deadline.** Generally, all requirements for a degree must be completed, and notification of completion must be provided to the Office of the Registrar, no later than 30 calendar days after the graduation date. During this period, students may receive a copy of their transcript; however, the degree will not be posted. Diplomas will be released to the student only after all degree requirements have been completed. An administrative hold will be placed on the student's academic record by the Office of the Registrar until all degree requirements have been completed and documented. Failure to meet the 30-day completion and notification 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 instead be maintained as part of the student's disciplinary record in the Office of the Dean or Student Services & Student Engagement.
- 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](#) 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 of record and by the dean, or the dean's designee, of the respective school, and then submitted to the Office of Student Business Services for payment.
 2. No grades will be assigned, and no academic credit will be awarded, for audited courses. The extent of class participation is at the discretion of the instructor of record.
 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 auditing is required under a remediation plan approved by the school. It is the student's responsibility to verify that a course to be audited does not fall within the excluded categories. Audit registration fees will not be refunded for courses 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 per course.
 - 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 the assessment of regular tuition and fees, in addition to the audit fees noted above.
 7. Students should seek guidance from school policy.