GENERAL INFORMATION

1. Grades assigned at the end of the semester are most commonly "A," "B," "C," "D," and "F."
2. "U" Grade: Grade used when a student does not complete a course (i.e., did not take a final exam, stopped attending, etc.) and fails to achieve the course objectives. For a grade of "U" the instructor will enter the date the student last participated in an academically-related activity.
3. "I" Grade: Temporary grade used when students fail to complete a vital portion (final examination, paper, etc.) of the course due to conditions beyond their control. For a grade of "I" the instructor will enter the date the student last participated in an academically-related activity.
4. "PR" Grade: Temporary grade used in selected courses where the required clock hours necessary to complete the course extend beyond the regular semester or session. For remedial courses, the "PR" grade denotes progress in basic skills preparation.
5. "CR" Grade: Designates satisfactory completion of a thesis course, student teaching, some internship courses, a remedial course or credit by examination, and to award credit for "Work Life Experience."
6. "W" Grade: Automatically assigned by the computer during the "Automatic W" period, or assigned by the instructor during the withdrawal grading period if a student withdraws from the University and is earning a passing grade at the time of withdrawal.
7. "R" Grades: Grades beginning with an “R” are to be used for developmental courses and are non-punitive. “RF” is equivalent to “F”, “RU” is equivalent to “U”, “RN” is equivalent to “N”, “RI” is equivalent to “I”, and “RP” is equivalent to “PR”.
8. "X" Grades: Grades ending with X are non-degree credit and used for leveling courses.
9. "Y" Grades: Grades ending with Y are non-punitive and used for Fresh Start or Bankruptcy.
10. “AU” Grade: Grade used when a student audits a course.
11. “NR” Grade: Temporary grade used when a grade is not recorded or left blank during grade processing.
12. "N" Grade: Grade used if a student never attends class and does not complete any assignments or tests.
INSTRUCTIONS FOR "I" GRADE

13. The "I" grade is treated as a non-punitive grade for one calendar year. At the end of the year, a roster of "I" grades to be converted to "F" is sent to the chair of each department. Unless the chair notifies the Registrar in writing to retain an "I," the grade will be converted to "F" and will be computed in the student's GPA. An "I" grade given when a student is called to active military duty is an exception and is described in PPS 4.09.

14. In agreeing to award an "I" grade, an instructor may notify the student of a deadline that is shorter than one year. If the deadline is not met, an "F" may be awarded at the instructor's discretion.

15. When the work is completed, the instructor should complete a "Change of Grade" form (in ink) and send it to the department chair for approval. After the form is approved by the chair and college dean, it will be forwarded to the Registrar's Office for processing.

"PR" GRADE

16. The "PR" grade is a temporary, non-punitive grade given for progress in specified courses. The "PR" grade satisfies credit hour requirements for financial aid, residence halls, formula funding and some other programs, however, does not show as credit hours on the transcript and does not affect the GPA. The chair is responsible for determining courses which will be eligible for "PR" grades. Changes to this list must be recommended through the regular curriculum process.

17. Department chairs are responsible for notifying instructors of which courses are eligible to use "PR" grades.

18. Each college dean will keep on file a list of courses approved for "PR" grades for that college.

19. The "PR" grade procedure is used for remedial, student teaching, thesis, and some internship courses. The student may enroll as many times as appropriate and will continue to receive a "PR" grade until the course is completed. When the course is completed, a grade of "CR" will be awarded; for masters thesis, six credit hours of "CR" will be awarded.

"CR" GRADE

20. The "CR" (credit) grade is awarded at the end of the semester in which the student has completed the assigned work. In all other semesters in which the student has been enrolled for the course, a grade of "PR" will be assigned except as noted above for thesis. The "PR" grades will remain on the transcript.

"W" GRADE

21. PPS 4.09, Schedule Changes, Drops, and Withdrawals, describes the circumstances under which a student may be assigned a "W" grade when dropping a course or withdrawing from the University.
“NR” GRADE

22. Temporary grade (NR) will be used when a grade is not recorded or left blank during grade processing.
23. Once the online grading system is no longer available the instructor must submit a signed copy of their grade rosters to the Registrar’s Office.
24. The Registrar’s Office will enter the grades into the student information system and update the student records.

CHANGE OF GRADE

25. The change of grade procedure is used to correct errors in recording a grade, to change an incomplete grade, or to change a grade for any other valid reason.
26. Departments may request a blank "Change of Grade" pdf form from the Office of the University Registrar. Once forms have student information and/or grades, they should be printed and distributed to the appropriate offices. Forms with student information and/or grades should not be emailed.
27. The instructor of record must initiate the grade change by requesting the "Change of Grade" form from the department office, completing it, and returning it to the department office. If the instructor of record is no longer on campus, the department chair may initiate the change of grade. The department chair should review the change and, if approved, should sign and date the form and forward it to the college dean. The college dean should review the change and, if approved, should sign the form and forward it to the Office of the University Registrar.
28. The Office of the University Registrar will process the change and update the student record. If there are any problems, they will be referred to the college dean.
29. The completed "Change of Grade" form is retained in the Office of the University Registrar.

CERTIFICATION STATEMENT

30. This PPS has been approved by the reviewer listed below and represents Texas State’s Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: _____________________ Review Date _____________________
Reviewer: _________________________ Date: _________________________
Approved: _________________________ Date: _________________________

Gene Bourgeois
Provost and Vice President for Academic Affairs

Texas State University
Provost and Vice President for Academic Affairs
Last Updated: May 7, 2014
Send comments and questions to: tps12@txstate.edu