GENERAL GRADING INFORMATION

1. Grades assigned at the end of the semester are most commonly "A-excellent," "B-good," "C-average," "D-passing," and "F-failing."

2. Grading deadlines for each part of term are set by the Office of the University Registrar in consultation with the Office of Financial Aid and Scholarships.

DEFINITIONS

3. Office of the University Registrar (OUR)
4. "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.
5. "I" Grade: Temporary grade used when students fail to complete a small but 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, which typically will be after the withdrawal deadline.
6. "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.
7. "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."
8. "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.
9. "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".
10. "X" Grades: Grades ending with X are non-degree credit and used for leveling courses.
11. "Y" Grades: Grades ending with Y are non-punitive and used for Fresh Start or Bankruptcy.
12. "AU" Grade: Grade used when a student audits a course.
13. “NR” Grade: Temporary grade used when a grade is not recorded or left blank during grade processing.
14. “N” Grade: Grade used prior to Fall 2014 if a student never attended class and did not complete any assignments or tests. Grade assigned by instructor at the end of term.
15. “DA” Grade: Beginning Fall 2014, grade is used if a student never attends class. Grade is non-punitive and is not included in grade point average, excessive hours or repeat calculations. Grade is assigned by OUR when faculty certifies student as never attending on census class roster.

INSTRUCTIONS FOR "I" GRADE

16. 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.
17. 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.
18. When the work is completed, the instructor should complete a "Change of Grade" request via the Change of Grade application.

"PR" GRADE

19. 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.
20. Department chairs are responsible for notifying instructors of which courses are eligible to use "PR" grades.
21. Each college dean will keep on file a list of courses approved for "PR" grades for that college.
22. 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 or after the thesis/dissertation, a grade of "CR" will be awarded.

"CR" GRADE

23. 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

24. 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

25. Temporary grade (NR) will be used when a grade is not recorded or left blank during grade processing.
26. Once the online grading system is no longer available the instructor must submit a change of grade request via the web application.
27. The OUR will process the change and update the student record.

CHANGE OF GRADE

28. 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.
29. Grade change requests can be submitted up to two years after the grade was issued.
30. All grade change requests are submitted through the Change of Grade web application
31. The grade change can be initiated by the instructor of record, departmental administrative assistant, department chair, dean delegate or dean of the College.
32. If the request is approved by the department chair and dean, it will send a workflow to the OUR to process the grade change.
33. If the request is denied, a reason must be selected from the drop down list of denial reasons. This reason will be emailed to the student at the completion of the grade change process.
34. The OUR will process the change and update the student record. An email will be sent to the student notifying them of the grade change. If there are any problems, they will be referred to the college dean.

CERTIFICATION STATEMENT

35. 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
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Last Updated: August 16, 2016
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