

Effective Date:

Revised Date: 07-24-2018

## School of Graduate Studies in the Health Sciences

**DOCUMENT TYPE:** policy

**REVIEW PERIOD:** 3 years

**TITLE:** Grading Policy

**PURPOSE:** To set forth guidelines regarding awarding of graduate credit.

**POLICY:** Grades for academic credit will be awarded based on a 4 point grading scale. Grades are reported as a percentage, which are converted into a letter grade and reported on the transcript according to the following rubric: A, 90-100; B, 80-89; C, 70-79; F, 0-69. Under such a scale, a grade of A is assessed 4 points, a B is assessed 3 points, a C is assessed 2 points, and an F is assessed 0 points. A grade of F is not acceptable for graduate credit, but is included in the calculation of the student's GPA. A grade of C is acceptable for graduate credit, but an overall GPA greater than or equal to 3.0 (or 80% weighted numerical average) for a PhD student, or 2.8 (or 75% weighted numerical average) for a MS student, must be maintained.

Individual programs may have specific academic requirements in addition to those stated here. Repeating a course must be recommended by the student's advisor and approved by the program directors and course director. When a course is repeated, the second grade will be used in determining the student's overall weighted average, however the first grade will remain on the transcript. A course may be repeated only once.

In certain courses a mark of P is given to indicate that a student has received graduate credit but has been assigned no point grade in the course. For example, official credit for satisfactory scholastic performance in seminars, journal clubs, research, and preparation of the dissertation or thesis may be recorded as P. However, in courses approved for the P mark, course directors may assign the grade of F.

An Incomplete (I) may be assigned with the approval of the dean when the student has not completed a course within the enrollment period. Graduate students receiving the mark of I must complete the course work within 12 months from the time the grade was assigned, unless the course director requires an earlier completion date.

A course instructor may change a reported grade only if the original grade was incorrectly assigned due to clerical or computational error, or if a student meets the requirements for the removal of an I mark.

**SCOPE:** All SGSHS students.