

Policy Number: 201

Subject/Title: Course Grading

Effective Date: Fall 2002

Policy Statement: Letter grades (A, B, C, or F) are given for all MPH core courses. Elective courses may be letter-graded or pass/fail (P or F) at the discretion of the instructor. Letter grades in pass/fail courses (i.e., an “F”) will not be included in the GPA calculated for UTHealth SPH letter graded courses. A grade point average (GPA) will be calculated from all letter graded courses. In computing grade point average per hour, the following scores are used: A = 4 points; B = 3 points; C = 2 points; F = 0 points. The grade point average is calculated by multiplying the grade points by the number of credit hours for each course. Repeated courses will be listed on the transcript along with the original course. However, please note the following stipulations:

- The GPA will be calculated on the letter-graded courses only using the grade from the repeated course.
- Students have the opportunity to retake a course only one time for calculation of the GPA.
- A third attempt is rarely approved, and will only be considered if the first two attempts were failures. Students may petition to the Office of Academic Affairs and Student Services to retake a course a third time.
- The final attempt will be the grade calculated into the GPA.

An Incomplete will revert to an “F” if the coursework is not successfully completed after one semester. However, at the course instructor’s discretion a grade may be entered to replace the F when the work from the incomplete is completed. A “W” grade is assigned when a student withdraws from a course.

Reason for Policy: The intent of policy is an equitable grading system that maintains the flexibility of a Pass/Fail system for selected courses, provides a means of generating a GPA, allows for a process for academic probation and termination from a degree program, and encourages objective documentation of a student’s progress.

Definitions: N/A

Scope and Audience: All UTHealth SPH students

Responsibilities and Procedures:

Related Policies, Forms and Information:

[UTHealth SPH Policy 103, Drop Date for Courses](#) (click Policies tab)

[UTHealth SPH Policy 107, Academic Remediation Plan and Probation Steps](#) (click Policies tab)

History: UTHealth SPH used entirely Pass/Fail grading from the founding of the School in 1969 until the current grading system was implemented in 2002.

Amended and approved by Academic Council to include term limits for changing grades: January 12, 2015.

Amended and approved by Academic Council to clarify repeating a course limit: March 6, 2017 –

Term Limits for Changing Grades in the Official Student Record

Effective Date: November 1, 2014

Policy Statement: Term limits for changing grades in the official student record will be limited to the following: When a faculty member assigns an Incomplete (I), an agreement is made with the student and a timeline discussed regarding completion of the course materials. The registrar's office converts an "I" to an "F" after one semester. If a faculty member wishes for the student to have a subsequent semester or more to complete the work agreed upon, the faculty member must fill out the Grade Change Form each semester to maintain the 'I'.

- If a student is awarded an incomplete in a class, the student will have one subsequent semester to work on the assignments required by the course instructor to change an incomplete to a grade.
- A faculty member retains the option to continue assigning an incomplete each semester until the work is deemed complete by the faculty instructor, however the faculty must formally communicate the amount of time the student is granted.
- An Incomplete will revert to an "F" if the coursework is not successfully completed after one semester, or in the approved time period granted by the faculty instructor.
- At the course instructor's discretion a grade may be entered to replace a grade of "F" when the work from the incomplete is completed. **There is no universal term limit to changing a grade and/or an incomplete.**
- A "W" grade is assigned when a student withdraws from a course, after the designated add/drop period and before the deadline to drop from a course.

Reason for Policy: The intent of this policy is an equitable grading system that maintains the flexibility of a Pass/Fail system for selected courses, provides a means of generating a GPA, allows for a process for academic probation and termination from a degree program, and encourages objective documentation of a student's progress.

Definitions: N/A

Scope and Audience: All UTHealth SPH faculty and students

Responsibilities and Procedures: [Registrar Grade Change Form](#)

History: Approved by Academic Council: January 12, 2015

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