Grades

- Academic Grade and Grievance Procedure (p. 2)
- Change of Grades (p. 2)
- Class Participation Policy (p. 3)
- Explanation of Credit, Grading System, and Symbols (p. 1)
- Grade Reports (p. 2)
- Repeating Courses (p. 2)

**Explanation of Credit, Grading System, and Symbols**

**Hours Attempted**

The number of hours attempted is the total number of semester credit hours for which a student has enrolled and received grades of “A+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” “D-,” “F,” “W,” or “CR” except as provided for repeated courses.

**Hours Earned**

The hours earned by a student are the number of semester credit hours in which grades of “A+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” “D-,” or “CR” have been received.

**Grade Point Average**

The UTSA grade point average (GPA) is determined by dividing the number of grade points earned at UTSA by the number of for-credit semester credit hours attempted at UTSA. Credits and grades for work completed at other institutions or credits earned by examination are not included in the UTSA grade point average.

GPA calculations on transcripts generated after February 1, 2000, do not round up but truncate to the second decimal place (example: 3.816 truncates to 3.81 with no rounding). Before that time, grade point averages were rounded up to 1 one-hundredth of a point.

Students who are in a UTSA-hosted degree program through the UT Online Consortium (UTOC) and declare UTSA as their home institution will have the courses taken at other institutions through the UTOC listed on their UTSA transcript and counted in their UTSA grade point average. Other credit courses taken through the UTOC count as transfer credit and apply to a UTSA degree as determined by the student’s academic advisor.

**Grade Points and Symbols**

The following table explains UTSA grade symbols.

<table>
<thead>
<tr>
<th>Grade Symbol</th>
<th>Grade Points</th>
<th>Meaning of Grade Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
<td>Outstanding</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>Outstanding</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>Above Average</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>Above Average</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Above Average</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>Average</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>Below Average</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade Symbol</th>
<th>Grade</th>
<th>Meaning of Grade Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>D+</td>
<td>1.33</td>
<td>Below Average (see Graduate Academic Probation)</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Below Average (see Graduate Academic Probation)</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td>Below Average (see Graduate Academic Probation)</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failure (see Graduate Academic Dismissal)</td>
</tr>
<tr>
<td>CR</td>
<td>0</td>
<td>Credit. Indicates successful credit by examination (see Credit by Examination) or through faculty evaluation of selected internships and practica.</td>
</tr>
<tr>
<td>NC</td>
<td>0</td>
<td>No Credit. Indicates unsatisfactory progress.</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
<td>Withdrawal. Indicates that the student was passing at the time of withdrawal or drop.</td>
</tr>
<tr>
<td>IN</td>
<td>0</td>
<td>Incomplete. Assigned at the discretion of the instructor; see details below.</td>
</tr>
<tr>
<td>NR</td>
<td>0</td>
<td>No Report. Assigned only by the Registrar when unusual circumstances do not allow a student’s grade to be entered by the deadline for processing grades. It is replaced with the official grade as soon as possible.</td>
</tr>
<tr>
<td>EX</td>
<td>0</td>
<td>Expelled</td>
</tr>
<tr>
<td>RP</td>
<td>0</td>
<td>Research in Progress. Used to denote research in progress only for ARC 6991, ARC 6996, MUS 6913, and Master’s Thesis and Doctoral Dissertation courses. When the project, thesis, or dissertation is complete, the “RP” grades will be changed to letter grades up to the maximum number of semester credit hours approved for the specific degree.</td>
</tr>
</tbody>
</table>
Credit/No-Credit

Students may earn “CR” or “NC” grades only for specific courses listed in the UTSA Graduate Catalog as graded on a credit/no-credit basis.

Incomplete

The grade “IN” is given by an instructor to indicate that some part of the work of a student in a course has, for good reason, not been completed, while the rest of the student’s work in the course was satisfactorily completed. The Incomplete allows a student to complete the course without repeating it. In order to remove a grade of incomplete in a class, a student cannot re-take the course; the original class where the “IN” grade was received must be completed with a grade. A grade of Incomplete may not be assigned when a definite grade can be given for the work done. The student must have been in attendance at least three-fourths of the term to receive a grade of “IN.”

Whenever a grade of Incomplete is assigned, the instructor is required to submit requirements for removal of the Incomplete. During the regular grading period this is done electronically. After the grade submission deadline, a Requirements for Removal of Incomplete form must be submitted to the Dean’s office. The Dean’s office will then submit the form to the Office of the Registrar. The instructor is responsible for filing a Change of Grade form with the Office of the Registrar when all work is finished.

Incomplete work must be made up no later than the end of the final examination period one year from the semester the Incomplete was received and before the student’s graduation. If the work is not completed within this time, the “IN” remains on the student’s record, and credit may be earned only when the student re-enrolls in the course and completes the entire course satisfactorily. The time limit does not apply to graduate-level thesis, internship, or dissertation courses, except that an “IN” cannot be removed after a degree is awarded. The time limit does apply to all other graduate courses, including special problems and independent study courses.

In no circumstances will grades be changed after one calendar year.

Repeating Courses

Courses designated “may be repeated for credit” in the catalog may be repeated with both semester credit hours and grade points earned being counted. Otherwise, students at the graduate level may not elect to repeat courses for the purpose of raising a grade. However, when a course was taken more than six years ago, or upon the recommendation of the appropriate Graduate Program Committee, the course may be repeated; in such cases, both grades in the course appear on the transcript and both are counted in the student’s grade point average. Only semester credit hours for the repeated course may be counted toward the degree.

Administrative Procedures

Reporting of Grades by Faculty

Final grades are reported by course instructors every term and are due 48 hours after the final examination. Final grades cannot be withheld nor can reporting of them be deferred.

Grade Reports

The Office of the Registrar compiles final grades after the close of each semester and each summer term. Grades are available in ASAP (https://asap.utsa.edu). Students who are removed from, placed on, or continued on academic probation and students who are dismissed from UTSA will receive notification from the Office of the Registrar.

Transcripts may be withheld from any student who owes tuition and fees to the University.

Change of Grades

Individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member’s judgment is final unless compelling evidence shows discrimination, differential treatment, or factual mistake. Under unusual circumstances, however, grades may be assigned or changed by someone other than the faculty member. Grades may be changed or assigned through administrative channels in the following procedure:

1. Circumstances when an assigned grade of “A+,” “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” “D-,” or “F” might be changed. In this case, the formal appeals process stated in this bulletin must be initiated by the student. Because a grade change of this type is related directly to issues of academic freedom, a committee composed of qualified faculty should be appointed by the appropriate Graduate Program Committee to assess the academic merits of the appeal. The committee report should weigh heavily in the subsequent administrative review by the Department Chair, College Dean, and Graduate School Dean. Grades may be changed only if compelling evidence demonstrates discrimination, differential treatment, or factual mistake.

2. Circumstances when an assigned grade of “IN” or “NC” might be changed. Under unusual circumstances, a faculty member of record may be unable to assign grades in a timely manner. Examples include death or incapacitation of a faculty member; a faculty member who permanently leaves the University and refuses or fails to respond; and a faculty member who is on leave and cannot be reached.

Additional work performed by a student may not be used to raise a grade that has been reported to the Office of the Registrar.

In no circumstances will grades be changed after one calendar year.

Academic Grade and Grievance Procedure

In resolving any student grievance regarding grades, evaluations or other academically-related concern or incident regarding a faculty member, the student must first make a serious effort to resolve the matter with the faculty member with whom the grievance originated. It is University policy that individual faculty members retain primary responsibility for assigning grades and evaluations. The faculty member’s judgment regarding grades and evaluations is final unless compelling evidence shows discrimination, differential treatment, factual mistake, or violation of a relevant University policy. In resolving a student grievance regarding other academically-related issues involving a faculty member, the student must follow the same process as used when grieving a grade or evaluation. If the matter is not resolved, the student may file a formal grievance, in writing, with the Department Chair (Academic and Grade Grievance Form (http://www.utsa.edu/registrar/forms/StudentAcademicGradeGrievance.pdf)). The student must file the grievance with the Department Chair within 90 calendar days from
the end of the semester in which the grade was assigned or the other concern or incident occurred.

The Department Chair will communicate his or her decision to the student and forward a copy to the Dean of the College. The student may appeal the decision to the Dean of the College and then, if an undergraduate student, to the Dean of University College, and if a graduate student, to the Dean of the Graduate School. Appeals to the next higher level must be submitted on the Student Academic and Grade Grievance Form and submitted within thirty (30) calendar days of the decision of the previous administrative level. The decisions of the Deans of University College and the Graduate School are final. The administrator handling the appeal at each level will notify individuals involved, including those who have already ruled on the appeal, once a decision has been rendered.

Under no circumstances will grades be changed after one calendar year.

Class Participation Policy

Students are expected to regularly attend and participate in all meetings of courses for which they are registered. The instructor is responsible for communicating the participation requirements for each course to students. With the exception of UTSA policies on class absences related to observance of religious holy days, active military service, or attendance at an official University-sanctioned student activity, the instructor determines classroom participation requirements and policies on making up work missed during an absence.

Students may be excused from attending classes or other required activities, including examinations, to attend an official University-sanctioned student activity (as defined in the Handbook of Operating Procedures (http://utsa.edu/hop/chapter5/5-9.html)) or for the observance of a religious holy day, including travel for that purpose. A religious holy day is a day observed by a religion whose places of worship are exempt from property taxation under § 11.20, Tax Code. A student whose absence is excused for attending an official University-sanctioned student activity or for religious holy day reasons may not be penalized for the absence and shall be allowed by the instructor to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

Students may be excused from attending classes or engaging in other required activities, including examinations, in order for the student to participate in active military service to which the student is called, including travel associated with the service. (For distance learning, self-paced, correspondence, and other asynchronous courses, class attendance means active participation in the class.) A student whose absence is excused under the Texas Education Code, § 51.9111 (http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#519111), may not be penalized for the absence and shall be allowed by the instructor to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence. The excused absence is permitted only if the student will not miss more than twenty-five percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is enrolled at the beginning of the period of active military service (19 Texas Administrative Code, § 4.9).

If a student has to miss class excessively due to illness or other unforeseen circumstances, it is his or her responsibility to notify the instructor as soon as possible. A student who enrolls in a course and does not attend is considered absent from class until they officially drop the course. A student who does not attend class and fails to drop the course by the specified deadline listed in the online registration calendar will receive a grade of “F.”