[Minor revision: May 23, 2014]

Angelo State University
Operating Policy and Procedure

OP 10.11: **Grading Procedures**

DATE: May 23, 2014

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding of grading procedures.

REVIEW: This OP will be reviewed in May every three years, or as needed, by the vice provost for academic affairs with recommended revisions forwarded to the president by June 15.

POLICY/PROCEDURE

1. System of Grading

At the end of each semester and summer term, final grades are available to all students via the RamPort Web system.

The following grades are used with the grade point value per semester credit hour.

Grade Marks	Quality Grade Meaning	Grade Points
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	not counted
P	Pass	not counted
W	Withdrew	not counted
QW	Withdrew – TEC 51.907	not counted
AU	Audit	not counted
CR	Credit	not counted
NC	No Credit	not counted
NP	No Progress on Thesis	not counted
PR	Progress on Thesis	not counted

a. The grade *I* is given when the student is unable to complete the course because of illness or personal misfortune. An *I* that is not removed before the end of the next long semester automatically becomes an *F*. A graduate student will be allowed one year to remove a grade of *I* before it automatically becomes an *F*. To graduate from ASU, a student must complete all *I*'s.

b. The grade *PR* is given only to a student registered in Thesis 6399 or 6699 who, during the semester, makes satisfactory progress, but does not complete the thesis project.

c. The grade *NP* is given only to a student registered in Thesis 6399 or 6699 who, during the semester, does not make satisfactory progress on the thesis.

d. To determine the grade point average, the total number of quality hours is divided into the total number of quality points received.

e. Quality hours are defined as hours for which a student registers and receives a grade of either *A, B, C, D, or F.*

f. A course may be repeated without accumulating additional quality hours. For example, a student who receives a grade of *F or D* in a course and then repeats the course and receives a grade of *C* will have three quality hours with six quality points awarded. However, a course may not be repeated which is part of a degree that has already been conferred.

g. The grade of *CR* is assigned only for credit earned by examination for a course in which the student does not actually enroll.

h. The grade of *P* is assigned only to courses designated in the *Catalog* as Pass/Fail courses.

i. The grade of *D* is not given in graduate courses.

A student earns quality (grade) points on the basis of the last grade (except for *AU, CR, I, NC, NP, P, W, or PR)* received in a course at ASU. Additional credit for a repeated course may not be awarded except as provided specifically in the course description.

NOTE: The student should be advised that many professional schools and Texas graduate schools compute the cumulative grade point average by including all courses taken, including those with repeated grades.

2. Dropping Courses

Courses may be dropped during the registration period and no grade will be assigned. Such courses will not be listed on the student's permanent record. A student withdrawing from a course after the registration period, but prior to the deadline published in the university's calendar will receive a *W or QW* grade in the course. A student dropping a course after the specified deadline will receive an *F*. Ceasing to attend class does not constitute a formal course drop, and failure to drop a course properly will result in a failing grade in the course.