

# SCHOLASTIC REQUIREMENTS

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## Grades and Grade Points

Sam Houston State University's grade system consists of five grades:

Grade	Description	Grade Points Per Semester Hours
A	Excellent	4
B	Above average	3
C	Average	2
D	Passing (not necessarily satisfying degree requirements)	1
F	Failure	0

**Note:** All of the above grades will be used in grade point average (GPA) calculations.

The following grades are assigned but are **not** used in the grade point average calculations:

### X (Incomplete)

The X grade indicates that the student has not been able to complete the course due to extenuating circumstances beyond the student's control. See the Registrar's website (<https://www.shsu.edu/offices-departments/registrar/faculty-information/documents/x-f-process.pdf>) for an explanation of the X grade process.

The X grade is a temporary grade placeholder used under the following circumstances and with the following stipulations:

- Permission to award the grade of X is granted by the academic chair of the course discipline, at the recommendation of the instructor, when extenuating circumstances outside of the student's control prevented the student from being able to complete the assignments and exams for the class.
- It is expected that the student will complete course assignments and any remaining exams without further instruction or tutoring from the course instructor.
- A grade change must be submitted to the Registrar's Office by the grade entry deadline of the next long term, or the grade of X will automatically change to a grade of F. Only the instructor of the course may initiate the grade change. (Grade Change Forms are submitted online.)
- A grade of X will not remain on the student record indefinitely or beyond the next long term.
- Academic standing will be recalculated based on the submitted grade change or the assigned F grade. This may result in Academic Probation, Continued Probation, or Suspension, and in the loss of future-term course registration.

### MG (Missing Grade)

The MG grade indicates that the instructor did not report a final grade at the end of a term. Students should pursue the posting of the grade with their instructor. The MG grade is a temporary placeholder with the following stipulations:

- A grade change must be submitted to the Registrar's Office by the grade entry deadline of the upcoming fall or spring term (whichever applies). Only the instructor of the course may initiate the grade change. (Grade Change Forms are submitted online.)
- A grade of MG will not remain on the student record indefinitely or beyond the next long term.
- Academic standing will be recalculated with the submitted grade change and may result in Academic Probation or Suspension and the loss of future term course registration.

### IP (In Progress)

Assigned to thesis and other selected courses designed to require additional time to complete course requirements. Refer to the Registrar's website (<https://www.shsu.edu/offices-departments/registrar/faculty-information/documents/x-f-process.pdf>) for an explanation of the IP grade process.

### **CR (Credit)**

Designates that academic credit was earned for the course. Hours earned with the grade of CR are counted in determining classification but are not used to calculate GPA.

### **NC (Non-Credit)**

Designates that academic credit was not earned for the course and is not used to calculate GPA.

### **Q (Q-drop)**

The grade of Q is assigned to courses dropped from the 13th class day of a fall, spring, or summer full term, through the Q-drop deadline as indicated on the Academic Calendar (<https://www.shsu.edu/offices-departments/registrar/calendars/academic-calendar/>), but before any final exams are taken or course completion. Courses with the grade of Q will not be included in the calculation of term or overall GPAs. Parts of terms within a term (such as 7 1/2 week or 5 week courses) use a different class census date unique to that part of term to determine when a Q grade will be assigned.

Undergraduate students are allowed no more than 6 Q-drops during their combined career at all Texas public colleges and universities. Any Q-drops accumulated prior to Fall 2007 (<https://capitol.texas.gov/tlodocs/80R/billtext/html/SB01231F.HTM>) will not be included in the calculation. Students are encouraged to visit their academic advisor and financial aid counselor before dropping a course.

Courses with the grade of Q are considered hours attempted when calculating excessive hours (<https://www.shsu.edu/offices-departments/registrar/student-information/excessive-and-repeat-hours/>) (<https://www.shsu.edu/dept/registrar/students/registration/excessive-hours-or-taken-more-than-twice.html>) as mandated by the state and when calculating excessive hours for the purpose of tuition rebate (<https://www.shsu.edu/offices-departments/registrar/graduation/tuition-rebates/>) (<https://www.shsu.edu/dept/registrar/graduation/apply-to-graduate/tuition-rebate.html>) at the point of graduation.

### **W (Resigned)**

Students who resign after the 12th class day of a fall, spring, or summer full term receive a grade of W (Resigned) for each course for which they were enrolled. If a student has received a grade in any course in a part of term, within the full term, they are ineligible to resign. An example would be a student who completes a course in the Summer I session would not be eligible to resign from the Summer II session. Although a student may be ineligible to resign, they may have the option to drop the course within the designated deadline.

Courses with the grade of W are considered hours attempted when calculating excessive hours (<https://www.shsu.edu/offices-departments/registrar/student-information/excessive-and-repeat-hours/>) as mandated by the state and when calculating excessive hours for the purpose of T (<https://www.shsu.edu/dept/registrar/graduation/apply-to-graduate/tuition-rebate.html>) tuition Rebate (<https://www.shsu.edu/offices-departments/registrar/graduation/tuition-rebates/>) at the point of graduation.

### **WQ (Withdrawal for Extenuating Absence)**

May be assigned when a student is absent for an extended period of time, and, by mutual agreement of the student and instructor, successful completion of the course is no longer feasible.

### **\* (Developmental Course Designation)**

Any grade with an asterisk (\*) symbol indicates a developmental course.

**Note:** Class days are university class days (Monday through Friday), not the number of days an individual class meets. Class days are to be counted from the first class meeting of on-campus daytime courses as indicated in the Academic Calendar (<https://www.shsu.edu/offices-departments/registrar/calendars/academic-calendar/>).

## **Determining Grade Point Average (GPA)**

The grade point average (GPA) is calculated by dividing the **quality points earned** by the **total GPA hours attempted toward the degree**. The total GPA hours attempted toward the degree will not include developmental courses and courses assigned a CR (credit) or NC (non-credit) grade. The GPA is carried out to two decimals (2.00) and is not rounded. Courses receiving the grades of IP, X, or MG are not used in the GPA calculation until a grade change form has been processed, replacing grades of IP, X, or MG. The change of X or MG grade to A, B, C, D, or F will affect the term academic standing, which will be reviewed with the grade change process. Developmental courses are currently assigned the grades of CR\*/NC\*, and do not apply to the calculated grade point average or as credits toward degree completion. Historic developmental courses were assigned grades of A\*, B\*, C\*, D\*, F\*, and were not used in the calculation of GPA or as credits toward degree completion.

Quality points earned are determined by multiplying the number of hours assigned to the course by the number assigned to the grade for that course.

For example, the number of quality points for a three-hour course for which a B is earned is nine, i.e.,  $3 \times 3 = 9$ . See an academic advisor (<https://www.shsu.edu/offices-departments/sam-center/>) for questions about calculating GPAs.

Quality points are computed for a given term on the basis of term hours attempted. A course attempted, for GPA purposes, is defined as one in which the student receives a grade of A, B, C, D, or F, excluding developmental courses.

Courses marked with "E" on a student's transcript indicate "exclude" and are not calculated into the grade point average.

Please see the Student Complaints and Grievance Procedures ([https://www.shsu.edu/institutional-transparency/policy/academic-affairs/900823%20-%20Academic%20Grievance%20Procedures%20for%20Students/900823-academic-grievance-procedures-for-students\\_22.pdf](https://www.shsu.edu/institutional-transparency/policy/academic-affairs/900823%20-%20Academic%20Grievance%20Procedures%20for%20Students/900823-academic-grievance-procedures-for-students_22.pdf)) if the student would like to dispute the grade assigned.

### Repeating Courses Previously Attempted

Careful consideration should be given to the GPA when deciding to repeat a course.

- An "I" (include) is noted on the transcript record for the course with the highest grade, which is calculated into the GPA.
- An "E" (exclude) is noted on the transcript record for the course with the lower grade earned, which will not be calculated into the GPA.

A course repeated at a transfer institution where the highest grade is earned would require recalculating the GPA and total hours completed at SHSU and could affect degree requirements. See an academic advisor (<https://www.shsu.edu/offices-departments/sam-center/>) to have your transcript record and degree plan reviewed.

Repeating a course previously passed (i.e., a course with any grade other than F or NC) more than once may result in the repeated course not being eligible for financial aid. A student may repeat a previously passed course that counts toward the degree only once for the repeated course to be eligible for financial aid. Second and subsequent repeats of previously passed courses may not be financial aid eligible and are subject to a financial aid review. Courses designated as repeatable for credit by the academic department will be financial aid eligible when the degree plan requirements call for multiple enrollments.

Repeated courses are considered hours attempted when calculating excessive hours (<https://www.shsu.edu/offices-departments/registrar/student-information/excessive-and-repeat-hours/>) as mandated by the state, and when calculating excessive hours for the purpose of Tuition Rebate (<https://www.shsu.edu/offices-departments/registrar/graduation/tuition-rebates/>) at the point of graduation.

## Class Attendance

1. Regular and punctual class attendance is expected of each student at SHSU.
2. Each faculty member shall inform students of their course attendance policy at the initial class meeting and include this information in the course syllabus.
3. Students are expected to meet the faculty member's attendance requirements for the course.
4. Each faculty member is expected to monitor course enrollment and class attendance.
5. A student's failure to meet the course attendance requirements may lower their grade(s), including the final course grade.
6. Each faculty member shall inform students of their policies for accepting late work or providing makeup examinations and include this information in the course syllabus.
7. Students are expected to show appropriate cause for missing or delaying major assignments or examinations.
8. Making up missed work for an absence may be allowed or declined at the discretion of the faculty member.

## Student Absences on Religious Holy Days

Section 51.911(b) of the Texas Education Code (<https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm>) requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student who is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

## Final Examinations

Final examinations are not given before the designated time in the official final examination schedule (<https://www.shsu.edu/offices-departments/registrar/calendars/final-exam-schedule/>). A student is not permitted to take a final examination before all other work for the course is completed. The final exam schedule may be located on the Registrar's website (<https://www.shsu.edu/offices-departments/registrar/calendars/final-exam-schedule/>). If a student has completed a final exam, they are ineligible to resign from the term.

## Dean's List of Academic Honors

Undergraduate students who attain a grade point average (GPA) of 3.5 or higher, with no grade of F, for all courses attempted while earning not less than twelve semester credit hours of academic coursework during the fall or spring term are included on the Dean's List of Academic Honors. The

Dean's List is released at the close of each fall or spring term and posted to the Registrar's website (<https://www.shsu.edu/offices-departments/registrar/>). Developmental courses are not included in the twelve semester credit hours used to calculate the Dean's List of Academic Honors. Developmental hours completed above the twelve academic hours will require a grade of Credit (CR) in order to qualify for the Dean's list. The Dean's List is not provided for summer terms.

**The Dean's List of Academic Honors requirements are:**

- 3.5 GPA for all courses attempted in the term regardless of repeated courses
- Minimum of 12 completed academic hours (developmental hours will not be included in the initial 12 hour requirement)
- Developmental courses must earn a grade of CR (Students earning a grade of Non-Credit (NC) in any developmental courses taken within the term will not qualify for the Dean's List)

**What can prevent a student from being listed on the published online Dean's List?**

- Grades of NC, IP, X, or MG within the term
- Student has elected to opt-out of FERPA directory information
- Grade changes processed after the Dean's List is published
- Graduate, certificate seeking, and professional level students are not eligible for the Dean's List of Academic Honors

As of Fall 2011, a "Dean's List" notation is designated on the official transcript for undergraduate students.

## President's Honor Roll

Undergraduate students who achieve a grade point average (GPA) of 4.0 in all coursework attempted while earning not less than twelve semester credit hours of academic coursework during the fall or spring term attain the distinction of being included on the President's Honor Roll. The President's Honor Roll is released at the close of each fall or spring term and posted to the Registrar's website (<https://www.shsu.edu/offices-departments/registrar/>). Developmental courses are not included in the twelve semester credit hours used to calculate the President's Honor Roll. Developmental hours completed above the twelve academic hours will require a grade of Credit (CR) in order to qualify for the President's Honor Roll. The President's Honor Roll is not provided for summer terms.

**The President's Honor Roll requirements are:**

- 4.0 GPA for all courses attempted in the term regardless of repeated courses
- All course work completed in the term must earn a grade of A
- Minimum of 12 completed academic hours (developmental hours will not be included in the initial 12 hour requirement)
- Developmental courses must earn a grade of CR (Students earning a grade of Non-Credit (NC) in any developmental courses taken within the term will not qualify for the President's Honor Roll)

**What can prevent a student from being listed on the published online President's List?**

- Grades of NC, IP, X, or MG within the term
- Student has elected to opt-out of FERPA directory information
- Grade changes processed after the President's List is published
- Graduate, certificate seeking, and professional level students are not eligible for the President's Honor Roll

As of Fall 2011, a "President's List" notation is designated on the official transcript for undergraduate students.