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**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 Houston School of Public Health letter graded courses. A grade point average (GPA) will be calculated from all letter graded courses. In computing GPA per hour, the following scores are used: A = 4 points; B = 3 points; C = 2 points; F = 0 points. The GPA 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:

- Students have the opportunity to retake a course only one time for recalculation of the GPA. GPA recalculations are not automatic. To request a GPA recalculation, students should contact Student Records at [SPHStudentRecords@uth.tmc.edu](mailto:SPHStudentRecords@uth.tmc.edu) within the Office of Academic Affairs and Student Services. The GPA will be calculated on the letter-graded course only using the grade from the repeated course.
- A third attempt to repeat a course 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.
- Students who do not request a GPA recalculation for a repeated course will have both course grades 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 after the census date.

**Term Limits for Changing Grades in the Official Student Record**

**Effective Date:** November 1, 2014

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 Office of the Registrar 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 (1) 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 (1) 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.

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**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 School of Public Health faculty and students

**Responsibilities and Procedures:** Outlined above.

**Related Policies, Forms and Information:**

- [UTHealth Houston SPH Policy 103, Drop Date for Courses](#)
- [UTHealth Houston SPH Policy 107, Academic Remediation Plan and Probation Steps](#)

**History:**

- UTHealth School of Public Health used entirely Pass/Fail grading from the founding of the School in 1969 until the current grading system was implemented in 2002.
- Amended to include term limits for changing grades; approved by Academic Council: January 12, 2015.
- Amended to clarify repeating a course limit; approved by Academic Council: March 6, 2017 – effective Fall 2017

**Responsible Office/Contact Information:**

Office of Academic Affairs and Student Services  
Office Phone: 713-500-9032  
E-mail: [SPHStudentServices@uth.tmc.edu](mailto:SPHStudentServices@uth.tmc.edu)