

<b>Policies of the University of North Texas at Dallas</b>	<b>Chapter 07</b>
<b>7.029 Grading Policy</b>	<b>Student Affairs, Education, and Funding</b>

**Policy Statement**

All academic grades will appear on the student’s transcript. Other designations may appear but are not used in the calculation of grade point averages. All grades posted on the transcript will conform to the following. Grades will not be changed once recorded properly with the exception of Incomplete (I) grades, calculation/recording error, or as necessitated by the outcome of student grade appeals.

**Application of Policy**

This policy applies to all UNTD enrolled students, excluding the College of Law.

**Definitions**

**Designations that do earn grade points and are used for the calculation of grade point averages:**

1. Grade of A – excellent work; 4 grade points for each semester credit hour
2. Grade of B – good work; 3 grade points for each semester credit hour
3. Grade of C – fair work; 2 grade points for each semester credit hour
4. Grade of D – passing work; 1 grade point for each semester credit hour
5. Grade of F – failure; given when a student (1) has failed the course while still officially enrolled at the end of the session/semester; (2) is failing a course and misses the final exam without satisfactory explanation; or (3) stops attending class without processing an official drop from the class or withdrawal from UNTD.

**Designations that do not earn grade points and are not used for the calculation of grade point averages:**

6. Grade of P – passed; an academic credit grade (1) on pass/no pass option, (2) on student teaching, (3) in selected undergraduate and graduate individual problems, research or thesis courses. Meets course requirement for graduation. Refer to Pass-No Pass Policy.
7. Grade of NP – not passed; a failing grade on the pass/no pass option; non-punitive. Refer to Pass-No Pass Policy.
8. Grade of I – Incomplete; non-punitive. Refer to Incomplete Grade Policy for more information.
9. Grade of W – Withdrawal without penalty. Given when a student drops a course or officially withdraws from UNTD within adherence of the Withdrawal from UNTD Policy.

**Grade point averages are calculated as follows:**

10. The semester grade point average (GPA) is calculated by dividing the total number of grade points by the total semester credit hours attempted .A grade of I is not calculated into semester, program and cumulative GPAs until the work is completed and a final letter grade is awarded. A grade of I will not impact the academic standing for the term and will not retroactively change the academic standing once a final grade is awarded.

11. The cumulative GPA (CGPA) is calculated by dividing the total number of grade points accumulated at UNT Dallas by the total credit hours attempted. Refer to the Course Repeat catalog policy for more information about how this may impact CGPA calculations.
12. The program GPA (major, minor, certificate) is calculated by dividing the total number of grade points for any course that counts to the program accumulated at UNT Dallas by the total credit hours attempted for the program courses.
13. The CGPA is utilized to determine eligibility for the academic standing status, graduation, Dean's and President's List candidates, graduation, graduation honors, etc.
14. Students must have a minimum cumulative GPA of 2.00 to graduate with an undergraduate degree and 3.00 to graduate with a graduate degree.

## **Procedures and Responsibilities**

### **Grades Submission and Recording**

1. Course instructors are responsible for reporting the grades to the Registrar in accordance with the posted deadline.

Responsible Party: Course instructors

2. The Registrar maintains transcripts indefinitely.

Responsible Party: Office of the Registrar

### **Grade Change**

1. A faculty member who believes an error has been made in calculating or recording a grade may submit a *Request for Grade Change* form to the Office of the Registrar.

Responsible Party: Course instructors

2. A student may request a grade change in accordance with UNT Dallas Policy 7.007 Grade Appeal.

Responsible Party: Student

3. Grade changes and GPA calculations are subject to post audit and correction by the Office of the Registrar.

Responsible Party: Office of the Registrar

## **Reference and Cross-references**

UNT Dallas Policy 7.007 Grade Appeal

## **Attachments**

Faculty Request for Grade Change form

Approved: 4/11/2019

Effective: 8/26/2019

Revised: