

**Policy: Grades and Marks****Number: 01.00.11****Approval Date: Not Available****Revision Dates:****Section: Academic Affairs****Area:****Subject: Grades and Marks****POLICY****Grades**

Final course grades are recorded and preserved in the Office of the University Registrar. The following grades and grade point (GP) values are used in the College:

<b>Grade</b>	<b>Denotation</b>	<b>GP</b>
A	Outstanding	4
B	Good	3
C	Satisfactory	2
D	Poor	1
F	Failure	0

The grade of "A" is given for superior achievement to excellent scholars. "B" represents above average achievement. "C" represents average achievement. "D" (poor achievement) is considered the minimum passing grade; while academic credit is awarded for a D grade, some CHP departments do not accept D grades for progression into subsequent semesters. (Note that a minimum of a 2.0 Cumulative Grade Point Average is required in order to qualify for graduation, and similar standards described in the following pages apply to progression as well. Departments reserve the right to establish higher standards.) The grade of "F" denotes failure and is given for unsatisfactory performance. No credit is earned for courses in which the grade of F is recorded.

**GPA:** Grade Point Average (GPA) refers to the average Grade Point (GP) value achieved in graded courses in a given semester. Only courses in which regular letter grades (see above) are earned are used in GPA calculations. To calculate the GPA for a semester, the number of grade points for each letter grade earned is multiplied by the number of credit hours for that course, and the products are summed for all graded courses in the given semester. This sum of weighted grade points is then divided by the total number of graded credit hours for which the student was registered, and the subsequent quotient is the GPA.

**CGPA:** Cumulative Grade Point Average (CGPA) refers to the average Grade Point (GP) value achieved in all graded courses appearing on the CHP transcript. Only courses in which regular letter grades (see above) are earned are used in CGPA calculations. CGPA is calculated similarly to the calculation of GPA (above), except that all graded courses on the transcript are used in the calculation.

**PGPA:** Program Grade Point Average (PGPA) refers to the average Grade Point (GP) value achieved for the CHP courses taken in a given program. Only courses in which regular letter grades (see above) are earned are used in PGPA calculations. PGPA is calculated similarly to the calculation of GPA (see above) except that only graded courses taken in the program at UAMS/CHP are used in the calculation.

## Marks

The following marks are used in the College:

Mark	Denotation	Mark	Denotation
I	Incomplete	U	Unsatisfactory
IP	In Progress	P	Pass
AU	Audit	NP	No Pass
CR	Credit	W	Withdrew
NC	No Credit	WF	Withdrew Failing
S	Satisfactory	WP	Withdrew Passing

A Mark of I: A mark of "I" may be assigned to a student who has not completed all course requirements, but has demonstrated work of passing quality. It is the student's responsibility to arrange completion of the course requirements with the instructor. The "I" mark must be removed from the student's transcript by the last day of the semester subsequent to the scheduled completion of the course, or it is automatically replaced by the grade of "F." An extension of time past the last day of the semester subsequent to the scheduled completion of the course is permitted only in unusual circumstances and must be approved in advance by the course instructor and department chairman. Students who are members of military reserve or National Guard units who must arrange an "I" as a result of activation authorized by the President of the United States are governed by a separate policy (Military Duty Policy).

Authorization for Progression with an Incomplete ("I") Grade in a Prerequisite Program Course: If a student receives an incomplete ("I" grade) in a program prerequisite course, is subsequently allowed to enroll in the next semester of a program, fails to replace the "I" with a passing grade, and is administratively dismissed during the semester and not allowed to complete course work for that semester, the student may be responsible for repaying any or all financial aid received by the student for that semester. Consequently, for students who are receiving financial aid at the time of registration who also have a grade of "I" in a professional course from the previous semester that is a prerequisite to progression to subsequent course work, there will be three options:

1. The student may not be allowed to register for classes.
2. The chairman of the department in which the student's program resides may provide written authorization for the student to register for courses; however, he/she will be not be eligible to receive financial aid until the grade of "I" is converted to a grade of "C" or better. In this option, the student may be administratively withdrawn from the program at any time during the semester should he/she not meet the standards of progress for the pre-requisite course for which they received an "I" grade.
3. The department chairman may provide written authorization for the student to enroll and continue in the program and complete all required current semester course work. In this option, students will be eligible to receive the financial aid for which they have been approved, assuming they meet all other financial aid requirements. If, at the conclusion of the semester, the student has failed to convert the "I" to a grade of "C" or better, the student will not be allowed to continue in the program. Students will, however, receive grades earned for other course work that is completed during the semester. All other departmental and college policies regarding student progression remain in effect.

For all these options, permission to enroll in classes for the semester following the one in which an "I" grade was awarded must be based on a review by the chairman of the student's past academic performance, progress in the curriculum, amount of material and other requirements yet to be completed, and any special circumstances regarding the student and the reason for the "I" grade (e.g., illness, injury, death in the family). The option selected should reflect the chairman's conclusion that it is the one least

likely to result in the repayment of the student's financial aid award, while recognizing the importance of upholding the academic standards and the rules and regulations of the university, college, and program as well as assisting the student in achieving his/her academic objectives to the extent possible consistent with the foregoing considerations.

A Mark of IP: For a course requiring more than one semester to complete and where evaluation of the student's performance is deferred until a subsequent semester, a mark of "IP" may be assigned for the initial semester (the student does not register for the course in question during subsequent semesters while completion of assignments is in progress). The "IP" mark will be replaced by the final course grade when the student completes all course requirements.

1. May be assigned only in a course officially designated for such a mark.
2. May persist on a student's transcript for no more than three consecutive semesters in a given course, including summer session.
3. Must be replaced by a letter grade on the student's transcript by the last day of the fourth consecutive semester or it will be automatically replaced by the grade of "F". (An extension of time to remove the mark of "IP" past the last day of the fourth semester for the course may occur only in unusual circumstances and must be approved in advance by the course instructor and department chairman.)

A Mark of AU: The mark of "AU" (audit) denotes participation in a course for which no grades are assigned nor credit given. Students auditing a course pay full semester credit fees. Entry into an audited course and scoring of examinations while enrolled are at the discretion of the instructor. Neither grade points nor credits are assigned upon completion of audited course work.

A Mark of CR: The marks "CR" (credit) and "NC" (no credit) may be used in seminar and CHP elective courses. Performance in courses taken CR/NC is rated as credit (C or higher level work) or no credit (D or F level work). CR is also used in denoting successful challenge of a course by examination. Courses with marks of CR or NC are not computed in a student's CGPA.

A Mark of S and U: The marks "S" (satisfactory) and "U" (unsatisfactory) may be used in practicum and clinical courses. Courses offered only on a S/U basis are so designated in the college catalog. Performance in courses taken S/U is rated as satisfactory (C or higher level work) or unsatisfactory (D or F level work). A mark of U in a required course precludes progression to the next semester. Courses taken under the S/U option are not computed in a student's CGPA.

A Mark of W, WP, and WF: The marks of "W," "WP," or "WF" will be assigned upon official withdrawal from a course. W is assigned up to the midpoint of a course. Afterwards, either WP (Withdrew Passing) or WF (Withdrew Failing) is assigned until five working days (one week) before the end of the semester. At that time, a grade of F is assigned where official withdrawal procedures have not been completed (for students who have not finished course requirements nor completed arrangements for assignment of a temporary mark of "I" for the course). Students who repeat a course will have only the last grade received used in computing GPA and CGPA. Students requiring additional information should contact the Office of the University Registrar.

## **APPROVAL**

Information about the original approval of this policy is not available.