

GRADES

Grades, with numerical values corresponding to these letters, are recorded as follows:

Grade	Description
A	Excellent, 90-100
B	Good, 80-89
C	Average, 70-79
D	Passing, 60-69
F	Failure, below 60
FN	Failure, (Non-attendance) below 60
I	Incomplete: given to a student who is passing but has not completed a term paper, examination or other required work. The instructor and the student are required to complete the standard University contract form for each course in which the temporary grade of I has been assigned. The grade of I will be used only to allow a student who has encountered some emergency such as illness or an accident an opportunity to complete the requirements for a course. A grade of I reverts to a grade of F one year from the close of semester/term in which the grade was originally recorded if the course requirements have not been satisfied.
W	Dropped: given when a student has officially dropped or withdrawn from the University before or on the mid-semester point as indicated on the official University calendar, regardless of student's standing in class. Also given after the mid-semester point to a student who is passing at the time the official drop is processed. (A student who is not passing receives the grade of F under such circumstances.)
IP ¹	In Progress: used for graduate theses and dissertations. (Students must register every subsequent semester until the final grade is given.) In-progress (IP) grades remain indefinitely on a student's transcript and cannot be changed with a change-of-grade card.
NG	No grade posted by instructor. used to indicate that no grade was posted by the instructor teaching the course.

CR/NC

Credit/Noncredit: used for courses that do not meet the normal or traditional framework of course scheduling and do not lend themselves to letter grading.

- Students enrolled in the following courses must abide by the requirements below to be considered for financial aid on a full-time basis.
 - Students enrolled in the 5305 classes or in EDED 5329 Educational Research, or in MGMT 5335 Advanced Business Policy are required to be continuously enrolled every semester in the class until they receive a grade in the class. For each semester they are enrolled but do not complete the requirements, the student is given an IP (In Progress). Students will be allowed two IPs (long semester enrollments). If at the end of the second enrollment in the class, the student still has not completed the requirements, the student will be placed on FAS (Financial Aid Suspension).
 - Students enrolled in the 5306 Proposal stage of the thesis are required to be continuously enrolled every semester in the class until they receive a grade in the class. For each semester they are enrolled but do not complete the requirements, the student is given an IP (In Progress). Students will be allowed two IPs (long semester enrollments). If at the end of the second enrollment in the class, the student still has not completed the requirements, the student will be placed on FAS (Financial Aid Suspension).
 - Students enrolled in the 5306 Thesis stage of the thesis are required to be continuously enrolled every semester in the class until they receive a grade in the class. For each semester they are enrolled but do not complete the requirements, the student is given an IP (In Progress). Students will be allowed two IPs (long semester enrollments). If at the end of the second enrollment in the class, the student still has not completed the requirements, the student will be placed on FAS (Financial Aid Suspension).

Since summer sessions are considered by the Financial Aid Office to be used for clearing any deficiencies, IPs received during summer sessions will not be counted against the allowable number of IPs for Satisfactory Academic Progress requirements.

Students, who are placed on FAS because of the IPs, will have to submit an IP Appeal which will be evaluated by a committee made up of the Vice Provost for Research and Graduate Studies, Dean of the respective college, and the respective department chair.

In Progress (IP)

If a student does not make satisfactory progress in the 5305/5306 courses or in EDED 5329 Educational Research, EDCG 5333 Research in Counseling or MGMT 5335 Advanced Business Policy during a given semester or term, the notation **In Progress** (IP) is given as a grade. The student must register for the same course again in a subsequent semester or term until the course is successfully completed. An **In Progress** notation in the 5305/5306 courses or in EDED 5329 Educational Research, EDCG 5333 Research in Counseling or MGMT 5335 Advanced Business Policy will remain indefinitely as IP on the student's transcript should the student's committee approve the student for a non-thesis degree program at some later date, or should the student not complete the degree. The IP cannot be changed with a change-of-grade form.

Change of Grade

After being reported to the Registrar, grades other than I may not be changed unless an error has been made by the instructor. Students should review their end of semester final grades closely to ensure their accuracy. If an error or discrepancy should occur, the student should contact the appropriate professor and/or the Office of the Registrar immediately for resolution. It is recommended that those changes occur no later than the beginning of the next semester. Under no circumstances will grades be changed after one calendar year.

Repetition of a Course

If a student repeats a course that may not be taken for additional credit, it is the policy of the University to count as part of a student's cumulative grade point average only the last grade received in the course, whether passing or failing, other than a grade of W. However, for purposes of grade point average calculation on course work for graduation, grades stand as recorded unless the same course is repeated at this University.

Students who have received their first bachelor's degree from this institution cannot repeat courses that were used to earn the first degree for purposes of grade point average calculation.

It is the responsibility of the student, after repeating a course, to file a special request form in the Office of the Registrar, so that the adjustment in the grade point average, when applicable, can be entered on the permanent record.

Repeated Grade Notation

Repeated course(s) and grade(s) are not removed from the official or unofficial transcript. The repeated grade and grade points will be removed from the cumulative grade point average only. The repeated course will be identified with the letter 'E' next to the quality points on the transcript. Repeating a course after graduation will not change the student's graduation grade point average.

Scholastic Probation

A graduate student pursuing a specific program is placed on scholastic probation if, at the end of either long semester or the second summer session, the cumulative grade point average of the student's graduate program falls below 3.0. If the probationary status is not removed during the next full semester for which the student enrolls (combined summer terms count as one full semester), the student must be reinstated before registering for further graduate work.

Reinstatement

The graduate student who is dismissed for any reason may request reinstatement through the Director of Graduate Studies. The student will be screened by the graduate directory in consultation with the graduate coordinator and program advisor from the academic area in which the student desired to study.

Satisfactory Rate of Progress

A graduate student must exhibit a normal and reasonable rate of scholastic progress. If, in the opinion of the student's committee and the graduate director, the student has made an unsatisfactory rate of progress, the student may be dismissed from a specific program, even with a grade record that falls within guidelines.

Graduation with Honors

Only students completing **undergraduate** degrees with superior overall academic records will be graduated with honors.

Graduate Credit for 3000 or 4000 Level Courses

Graduate students may use a limited number of undergraduate courses to satisfy graduate degree requirements. Graduate students must request approval to receive graduate credit for a 3000 or 4000 level course in advance of registering for course by completing the "Request to Enroll in a 3000 or 4000 Level Course for Graduate Credit From" and submitting all required documentation. The instructor of the 3000 or 4000 level course must hold Graduate Faculty status.

The following limitations apply to all requests to receive graduate credit for 3000 or 4000 level courses:

1. Undergraduate course credits may not be used toward a graduate degree if they were taken by the student while still an undergraduate.
2. Undergraduate course credits must involve additional work to justify their use toward a graduate degree. The instructor must submit a course syllabus which includes information regarding additional course requirements and enhanced student learning outcomes for graduate credit in the 3000 or 4000 level course. No more than two (2) 3000 or 4000 level courses (six hours) may be applied to a master's/specialist degree.
3. Undergraduate course credits will only be awarded with a passing grade of "B" or better.
4. Only undergraduate courses completed at A&M-San Antonio will be considered for graduate credit.

After completing the "Request to Enroll in a 3000 or 4000 Level Course for Graduate Credit" form, the student must submit it to their graduate advisor in the college of his/her major.