Scholastic Requirements

Grades and Grade Points

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing (not necessarily satisfying degree requirements)</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

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

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

**X (Incomplete)**

The mark X indicates that the student has not been able to complete the course because of emergency circumstances beyond the student’s control. These circumstances usually prevail over other drop dates and opportunities to withdraw from the course. When the student is given the X mark, it is assumed that the student will be able to finish the course without further instruction or tutoring from the faculty member in charge of the course. Permission to award the mark of X is granted only by the chair of the academic department involved with the recommendation of the instructor. If the student meets the prescribed requirements of the course before the end of the next academic semester (Summer school, two sessions, is considered a unit equivalent to a long semester) after the X is given, the student will receive the grade earned; otherwise, the mark X will be automatically changed to the grade of F. X is assigned to undergraduate courses.

**IP (In Progress)**

Assigned to thesis and other selected courses requiring additional time to complete course
requirements.

**CR (Credit)**
Designates that academic credit was earned for the course. Hours earned with the mark of CR are counted in determining classification.

**NC (Non-Credit)**
Assigned for failure to complete satisfactorily the requirements for selected courses.

**Q (Q-drop)**
Assigned to courses dropped on or after the 13th class day (5th class day for summer sessions) and prior to the first day for which a letter grade must be assigned. Students are allowed no more than 5 Q-drops. Students are encouraged to visit their advisor prior to dropping a course.

**WQ (Withdraw during the Q-drop period)**
Assigned when a student withdraws from all of his/her courses after the 13th class day and prior to the first day for which a letter grade must be assigned. (see note below)

**WP/WF (Withdrawn Passing/Withdrawn Failing)**
Students who resign after the first nine weeks of a regular semester or after the first two weeks of a summer session and prior to the stated resignation deadline receive a mark of WP (withdrawn passing) or WF (withdrawn failing) for each course for which they are enrolled. Students who resign from the University while enrolled in a course whose duration is less than a normal term will receive a mark of WP or WF if they resign after one-half of that course time has been completed. The mark of WP or WF is the responsibility of the student’s instructor.

**# (Developmental Course Designation)**
Assigned to developmental courses which are not assigned a letter grade.

Note: Class days are University class days, 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.

**Determining Grade Point Average (GPA)**

The grade point average is calculated by dividing the grade points earned by the total hours attempted toward the degree. The total hours attempted toward the degree excludes hours in developmental courses and courses assigned a CR (credit) or NC (non-credit) mark. The grade point average is carried out two decimals (2.00) and is not rounded.

Grade points are computed for a given semester on the basis of semester hours attempted. A course attempted, for grade point average purposes, is defined as one in which the student receives a grade of A, B, C, D, or F, excluding developmental courses.
For grade point average purposes, the number of hours attempted increases each time a student is assigned a letter grade (A, B, C, D, F) for a course with the following exceptions:

- Once a course has been completed and a passing letter grade (minimum grade of D) has been assigned, a student may re-enroll in that course in order to increase their GPA without an increase in hours attempted.
- A student earning a letter grade of F in the initial attempt of a course and completing that course a second time will not have the number of hours attempted increase as a result of the second attempt.

A student receiving a grade believed to be in error after the grade is reported should request a review of this grade upon receipt. The review of the grade should be made with the instructor involved. Please refer to Student Guidelines.

**Class Attendance**

1. Regular and punctual class attendance is expected of each student at Sam Houston State University.
2. Each faculty member will keep a record of student attendance.
3. Each faculty member will announce the policies for accepting late work or providing makeup examinations. Students are expected to show appropriate cause for missing or delaying major assignments or examinations.
4. A student shall not be penalized for three or fewer hours of absences when examinations or other assigned class work has not been missed; however, at the discretion of the instructor, a student may be penalized for more than three hours of absences.
5. Each instructor is obligated to clarify in writing to each student enrolled in class at the beginning of the semester or summer session the instructor’s classroom policy regarding absences.
6. Class absences will be recorded and counted only from the actual day of enrollment for the individual student in that specific class.

**Student Absences on Religious Holy Days**

Section 51.911(b) of the Texas Education Code 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 examination
schedule. A student is not permitted to take a final examination before all other work for the course is completed. A student who is compelled to be absent from a final examination may petition the instructor involved to permit a mark of X in the course. This permission is granted only by the academic department chair with the recommendation of the instructor concerned.

**Dean’s List of Academic Honors**

Those outstanding undergraduate students who attain a grade point average 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 semester are included on the Dean’s List of Academic Honors. The Dean’s List is released at the close of each semester. In order to provide the recognition these students have earned, the Dean’s List is distributed throughout the University community as well as by the News Bureau to various other media.

**President’s Honor Roll**

Those undergraduate students who achieve a grade point average of 4.0 in all coursework attempted while earning not less than twelve semester credit hours of academic coursework during the fall or spring semester attain the distinction of being included on the President’s Honor Roll.

The names of those students achieving the highest attainable grades denoting academic excellence comprise the President’s Honor Roll and are released at the conclusion of each semester. In order to provide the recognition these qualifying students have earned, the President’s Honor Roll is distributed throughout the University community as well as to various other media.