



## Course Grades

### Purpose

The purpose of this policy is to outline the guidelines for course grades.

### Persons Affected

This policy applies to faculty and students.

### Policy

Faculty members may use a variety of factors including assignments, oral and written quizzes, examinations, class attendance, and other course activities to determine course grades as listed in their course syllabi.

### Procedures

### **Recorded Grades**

The following table indicates recorded grades, performance and action descriptions, and the quality points earned that are used to calculate the grade point average (GPA).

<b>GRADES AND GRADE POINTS</b>		
<b>Grade</b>	<b>Description</b>	<b>Grade (Quality) Points</b>
A	Excellent	4 points per semester hour
B	Good	3 points per semester hour
C	Average	2 points per semester hour
D	Below Average	1 point per semester hour
F	Failed	0 points per semester hour
QF	Quit Failing	0 points per semester hour
WF	Withdrew Failing	0 points per semester hour
DC	Dropped: No Grade	No GPA hours or points
K	Study Abroad Grade Posted	No GPA hours or points
KH	Study Abroad Grade Pending	No GPA hours or points
P	Passing	No GPA hours or points
R*	Developmental Class Grade	No GPA hours or points
T*	Transfer Class Grade	No GPA hours or points
W	Withdrew: No Grade	No GPA hours or points
W6	Dropped: No Grade, Counts for 6-drop	No GPA hours or points
WH	Incomplete	No GPA hours or points



WP	Withdrew Passing	No GPA hours or points
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### **Withheld Grades**

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work by the deadline set by the instructor of record, not to exceed one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Military Service Activation (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

If a student has been found guilty of academic dishonesty, a grade of “WP” or “WH” may be changed to “WF” at the discretion of the faculty member. In the case of a grade change to “WF”, the course will not count towards the six course drop limit since the student is incurring an academic penalty.

### **Grade Point Average**

Only grades earned at Stephen F. Austin State University (SFA) will be used for calculating grade point average (GPA). Grade points are assigned based on the letter grade for each course:

- A = four grade points per semester hour;
- B = three grade points per semester hour;
- C = two grade points per semester hour;
- D = one grade point per semester hour; and
- F, QF, and WF result in zero grade points.

The GPA is determined by dividing the sum of the grade points earned at SFA by the total number of GPA eligible hours recorded on the SFA transcript. In addition, repeating a course may affect the grade point calculation.

### **Repeat Grades**

Students who make an F in a course can get credit only by repeating the course. Undergraduate students who want to repeat courses to improve their GPA at SFA must repeat those courses at SFA. For any course that is repeated at SFA, the grade earned in the most recent enrollment will be used to calculate the GPA. Credit hours for courses taken at other institutions to replace credit hours earned at SFA may be used to meet graduation credit-hour requirements, but not for GPA calculation.

### **Mid-Semester Grades**

Mid-semester grades will be posted for 0000-, 1000- and 2000-level courses during fall and spring semesters. These grades will be posted before the last day to drop courses each semester or appropriate part of term. Appropriate academic personnel will provide students with recommendations and options regarding academic performance.



## **Final Grade Reporting**

On the first day of final examinations of each semester or summer term, the Office of the Registrar will make grading available through online services. Instructors must enter student grades into the electronic student records database by the deadline established on the university calendar.

The Office of the Registrar will provide access for electronic verification grade sheets for each class to academic units. It is the responsibility of each instructor to verify accuracy of grade entry and to notify the registrar of any discrepancies.

Course grades may not be posted publicly.

Students who have not yet graduated from high school will receive a numeric grade from their instructor(s) in order to comply with the parent high school's grade entry guidelines. These numeric grades will be converted to letter grades for official final SFA grades and transcript utilizing the following conversion standards.

<b>Scale for Numeric Equivalent Grade Range</b>	<b>SFA Letter Grade</b>
> = 90	A
80-89	B
70-79	C
60-69	D
0-59	F

## **Grade Changes**

Grade changes within three semesters of the original posting should be entered into the online grade change system. Older grade changes require submission of a Grade Change Form with the appropriate approval signatures. During grading cycles, access to the online grade change system for the current semester is suspended until 19 days after the last day of finals. Grades should only be changed in cases of error or, in the case of WH, when the course requirements have been completed.

## **Related Statutes or Regulations, Rules, Policies, or Standards**

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g

SFA HOP 04-109 Final Course Grade Appeals by Students

SFA HOP 04-110 Institutional Absences

SFA HOP 04-112 Military Service Activation

## **Responsible Executive**

Provost and Executive Vice President for Academic Affairs

## **Forms**



**STEPHEN F. AUSTIN  
STATE UNIVERSITY**

Handbook of  
Operating Procedures

Policy Number: 02-206  
Last Revised: N/A

WH and Grade Change Form

**Revision History**

Sept. 1, 2023 (original)