

# GRADES

## Grades of A, B,C,D, and F

The grades *A*, *B*, *C*, *D*, and *F* are used in computing grade point averages. In the Hudson College of Public Health, the grades of *A*, *B*, *C*, and *S* are the only passing or satisfactory grades, and the grades of *D*, *F* and *U* are failing. Students who receive a *D*, *F* or *U* grade in a required course must register for the required course the next time it is offered. In such re-enrollment, both grades will be shown on the student's academic record and both will be included in the grade point average calculation. Any student presenting credit from another institution for a course previously failed at the University of Oklahoma Health Sciences Center shall not receive credit for such courses except through validation by the department in which the course was originally failed and approval by the Dean.

It is the prerogative of each department to establish grade requirements above the College minimum.

## Grades of S and U

The grade of *S* (satisfactory) is a neutral passing grade. The grade of *U* (unsatisfactory) is used to indicate that no credit will be given for the course. These grades may be used for seminar courses provided they are taught on a non-competitive basis and all students in the class are graded on this basis. The *S* grade is the only passing grade accepted for special problem courses, individual research, and directed reading courses. The *S* grade may not be used for lecture recitation courses except with the expressed approval of the Dean.

## Grade of I

The grade of *I* (incomplete) is a neutral grade. It is not an alternative to an earned letter grade, but is intended as a temporary grade to be used for a student who, for reasons satisfactory to the instructor, is unable to complete certain identifiable requirements of a course and who cannot be assigned any other grade. Typical instances might be absence from a final examination due to illness or inability to submit a term project due to extenuating circumstances. The instructor will indicate to the student what must be done to complete the course, will set a time limit appropriate to the circumstances and will define the grade to be assigned. Students cannot attend the scheduled course at a future offering in order to complete the *I* grade. The instructor has the option of assigning a grade accordingly if the student fails to perform as required. For instance, if the instructor requires a paper to complete the *I*, and the student does not submit the paper, the instructor may calculate the final grade in the course using the failing grade for that assignment.

If by the end of one year no change in grade has been submitted, the grade of *I* will become permanent on the student's record. After a grade of *I* has become permanent, the student may re-enroll in the course. Credit for courses in which a student has received an *I* at the University of Oklahoma cannot be completed at or transferred from another institution. If the student graduates with a grade of *I* on the record, it becomes permanent.

## Grades of X, S, and U for Enrollment in Thesis and Dissertation Research

The grade of *X* is a neutral conditional grade and indicates that satisfactory progress is being made on thesis and dissertation research courses 5980 and 6980. It is a complete grade when the final entry is

either *S* (satisfactory) or *U* (unsatisfactory), indicating either acceptance or rejection of the thesis or dissertation. An intermediate grade of *U* indicating unsatisfactory progress may be given if circumstances warrant.

The grade of *X* is included in credit hours attempted and credit hours earned. Two *U* grades for thesis or dissertation will result in termination of the degree program.

## Grade of W

The grade of *W* (withdrawal) is a neutral grade indicating that the student was enrolled in but withdrew from the course. A *W* will not be recorded if the student's withdrawal is within the first two weeks of a semester or the first week of a summer term, nor will any record be maintained on the student's permanent record.

A student who withdraws from a course with failing grades will receive the grade of *F*.

For students withdrawing from all courses in the first two weeks of class (the first week of a summer session), no grade is recorded. For complete withdrawals occurring after the second week of class (first week of summer), the instructor will assign a grade of *W* or *F* for each course.

Deadlines that must be met when withdrawing or adding or dropping courses are noted in the University's Academic Calendar for each semester. Students are responsible for reviewing the Academic Calendar for specific deadline dates. The Academic Calendar can be found at <https://admissions.ouhsc.edu//AcademicCalendar.aspx>.

## Repeat Coursework

Students cannot repeat coursework in which they have received a passing grade (*A*, *B*, *C* or *S*). Exceptions can be made for students receiving a *C* grade if the program requires a grade of *A* or *B* in the specific course. A request from the program must be approved by the Dean. Both the original grade and the repeat grade will be included in the calculation of the GPA.

## Elective Coursework

Students are expected to take their elective courses in the College. If a student wishes to take an elective outside the College, the course based on review of the syllabus will need approval of the student's academic advisor, department or program, and the Associate Dean of Academic Affairs or designee, on the basis of its public health content and academic rigor prior to enrollment.

## Transfer Credit

The acceptance of transfer credit from another institution for a public health degree program at the University of Oklahoma Health Sciences Center is determined in accordance with the criteria listed in the *Transfer Credit* section of this Bulletin. Grades of courses transferred for credit will not be included in the GPA computation.

## Grade Point System

Each hour of *A*, *B*, *C*, *D*, and *F* carries a grade point value as follows: *A*-4; *B*-3; *C*-2; *D*-1; and *F*-0. Grades of *S*, *I*, *X*, *U* and *W* carry no grade point value and are not included in the computation of a student's semester or cumulative grade point average.

## **Correcting Grades Reported in Error**

The instructor initiates the change by filing a Faculty Request for Grade Change form with the Office of Admissions and Records through the Office of Student Services.