

# ACADEMIC AND GRADING POLICIES

## Class Attendance

It is the policy of the university to require regular, punctual attendance at all classes. However, the university recognizes that attendance policies may vary from department to department and in course to course. The university has no mandatory class attendance requirements except:

1. Each faculty member will inform students of the course attendance policy at the initial class meeting.
2. Students are responsible for understanding the attendance policy for each course in which they enroll and for meeting the attendance requirements.

## Religious Holy Days

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. In accordance with Texas Education Code Section 51.911, Texas State will allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that absent day within a reasonable time after the absence if the student notifies the instructor of each class that they would be absent for a religious holy day. The Education Code includes excused absences for travel to and from the religious holy day observance. The student may make up class assignments or examinations without penalty within a reasonable time after the absence. Students may obtain notification forms from the Dean of Students' Office. The student should personally deliver completed forms to the instructor for each class. The instructor will sign and date the form, thus acknowledging notification. If the student cannot personally deliver the form to an instructor, the student should mail the form to the instructor by certified mail, return receipt requested. A student who is excused under this section shall not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time. Each instructor may establish additional procedures to accommodate the needs of students who are absent from classes to observe a religious holy day. These procedures must not conflict with the state law.

Coordinating Board rules now provide for an appeal of a disagreement between the student and a faculty member over an absence related to a religious holy day. If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day, or if there is a disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the president or the president's designee. The president or the president's designee must take into account the legislative intent of Education Code Section 51.911. The student and instructor shall abide by the decision of the president or the president's designee. The academic dean of each college serves as the president's designee to hear requests for decisions on these matters from either the faculty member or the student. Any questions concerning this policy should be directed to the Office of the Dean of Students.

## Course Grades Grades

Texas State grades are assigned as follows "A," excellent; "B," good; "C," passing (**not at the doctoral level**); "D," passing (**not at the graduate level**); "F," failure; "I," incomplete; "U," unearned "F"; and "W," withdrawn passing. A grade of "PR," in most instances may be temporary and non-punitive, but may be assigned in selected courses where the required clock hours needed to complete requirements extend beyond the regular term or summer session. A grade of "CR" is assessed when credit only is given for a course, as in the case of the thesis course, after completion of the thesis. For a complete list of grades currently and previously used at Texas State visit the University Registrar's website at <http://www.registrar.txstate.edu/our-services/grades.html>

## Incomplete Grade (<http://www.registrar.txstate.edu/our-services/grades.html>)

If any course work is incomplete during any term, the work must be completed by an indicated deadline arranged between the student and the course instructor. The "I" grade may be assigned when, due to unusual circumstances beyond the student's control, a significant portion of a course, such as a term paper or final examination, has not been completed. An "I" grade from Texas State will not count as hours completed until another grade is substituted for the "I." After incomplete deadline date the "I" grade will automatically change to "F."

## Withdrawal Grade

A "W" grade is assigned only if a student drops a course by the published deadline. See also "Registration and Course Credit" section under "Withdrawal".

## Change of Grade

An individual course grade may be changed when the involved faculty member certifies to the Office of the University Registrar that an error was made in computing the original grade. The grade change must be approved by the department chair/school director and the appropriate college dean. Students who wish to protest a grade earned in a course should first discuss the grade with the instructor. If no resolution is reached, the student may appeal the grade to the department chair. If no satisfactory conclusion can be reached at this level, the student may appeal to the college dean in which the course is offered, whose decision is final. In accordance with Texas State's records retention policies, a student appeal for a change of grade must be filed no later than two years after the grade is issued.

## Grade Point Average (Four-Point System)

The GPA is the number of grade points earned divided by the number of semester hours attempted. Term grade symbols have the following values:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- U/F = 0 points

Grades are not calculated for "I," "CR," "PR," or "W."