



# The University of Texas at Dallas Online Catalog

## 2006-2008 Undergraduate Catalog

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## Academic Policies and Procedures

### Grades

### Grading Scale

U.T. Dallas adopted the following grade scale for all undergraduate students effective Fall 2000. Grades for courses completed prior to Fall 2000 accrue point values as shown in the appropriate catalog.

GRADE	DESCRIPTION	PER SEMESTER HOUR
A+		4.00
A	Excellent	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Fair	2.00
C-		1.67
D+		1.33
D	Poor	1.00
D-		0.67
F	Failure	0.00
X	Incomplete	
CR	Credit	
NC	No Credit	
W	Withdrawn	
WP	Withdrawn Passing	
WF	Withdrawn Failing	

## POLICIES MENU

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### Grade Point Average

Grade points are computed by multiplying the points for each grade by the number of credit hours; for example, 4 (A) x 3 (hours) = 12 grade points. A student's grade point average (GPA) is determined by dividing the total number of grade points earned by the number of semester hours for which a grade other than X, NC, or CR is received.

NOTE: Only grades earned at The University of Texas at Dallas are used in calculating the student's GPA.

A student may repeat any course any number of times to improve a grade in the course. The grade from the first repeat will substitute for the original grade to determine a student's grade point average and to satisfy degree requirements. All further repeats will be used in computing the student's cumulative grade point average. (See "Repeating Course Work" for additional information.)

### Grade Change Request

A student has the right to request a review of the grades received in any class. A request for grade review must be completed immediately after a grade is issued.

Students must petition for a grade review by the end of the eighth week of the following long semester after the grade was received. The request must be submitted in writing to the appropriate faculty member who then has the remainder of that semester to take action.

### Incomplete Grades (X)

A grade of Incomplete may be given, at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of X) must be completed within the time period specified by the instructor, not to exceed eight weeks from the first day of the subsequent long semester.

Upon completion of the required work, the symbol X may be converted into a letter grade (A through F) by the instructor. If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to F.

Extension beyond the specified limit can be made only with the permission of the instructor and the student's Associate Dean (or the Undergraduate Dean in the case of students without declared majors). A student may not re enroll in a course in which a grade of X remains.

Students may obtain a petition/documentation form for an Incomplete in the office of the student's Undergraduate Associate Dean. The form is to be submitted to the instructor from whom the Incomplete is sought. If a significant fraction of a semester is missed with cause, see the section on "Dropping or Adding Courses".

An instructor assigning an Incomplete must submit the petition/documentation form containing a description of the work required to complete the course to the Undergraduate Associate Dean of the school offering the course. Upon approval, a copy of the petition will be forwarded to the student's Undergraduate Associate Dean to be retained with the student's academic record. The instructor alone will be responsible for determining whether the requirements for completion are met and for assigning the grade in the course.

However, if the instructor who has signed the Incomplete is no longer associated with UTD and the work is completed within the time allowed before the Incomplete lapses to an F, the Associate Dean of the instructor's college may assign a committee of appropriate faculty to evaluate the material and/or obtain any other information which may be required to assign the grade in the course.

## Mid-Term Grades

Students are issued mid-term grades to apprise them of their progress within the semester. These grades are not a part of the permanent record and will not appear on academic transcripts. Some classes will only issue a grade of credit or no credit at mid-term.

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### **Statement on Equal Educational Opportunity**

*The University of Texas at Dallas is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, and veteran status. Discrimination on the basis of sexual orientation is also prohibited pursuant to University policy.*