



Policy Number: 02-70-020

Policy Title: UNIVERSITY GRADING

Effective Date: November 5, 2018

1. Policy Statement

OHSU employs a letter grading system, applicable to all OHSU courses, as outlined below. All courses and course grades, except those dropped during the first week of the academic term, are recorded on the student’s permanent academic transcript. Grade Point Averages (GPA) are computed at the end of each academic term using the GPA quality points.

OHSU Course Grading Key					
Course Grade	Grade Description	GPA Quality Points	Course Counts as Attempted Credit	Course Counts as Earned Credit	Course Counts in GPA Calculation
A	Honors or Excellent	4.00	Yes	Yes	Yes
B	Near Honors or Very Good	3.00	Yes	Yes	Yes
C	Satisfactory or Fair	2.00	Yes	Yes	Yes
D	Marginal or Inferior	1.00	Yes	Yes	Yes
F	Failure	0.00	Yes	No	Yes
P	Pass	N/A	Yes	Yes	No
NP	No Pass	N/A	Yes	No	No
IP	In Progress	N/A	Yes	No	No
I	Incomplete	N/A	Yes	No	No
I/Final Grade	Incomplete/Final Grade	*	*	*	*
AUD	Audit	N/A	No	No	No
W	Withdrew	N/A	Yes	No	No
WP	Withdrew Passing	N/A	Yes	No	No
WNP	Withdrew Non-Passing	N/A	Yes	No	No
WAU	Withdrew from Audit	N/A	No	No	No

* The final grade of the incomplete will determine the earned credit and the GPA Quality Points.

The use of + may be used in combination with the B, C or D grade and will result in an additional 0.30 GPA Quality Points for the course. The use of - may be used in combination with the A, B, C or D grade and will result in a reduction of 0.30 GPA Quality Points for the course. All +/- grades (including D-) count as attempted and earned credit as well as counting in the GPA calculation. The use of +/- will vary depending on academic program grading policies.

Each academic program stipulates standards for academic progression and graduation that may include a minimum cumulative GPA, a minimum required grade for a specific course, and other academic criteria which are required for continuation in and graduation from that academic program. Criteria for achievement of competence are defined by the faculty responsible for setting and communicating minimum standards of performance for a passing grade.

2. Definitions

A. **Course Withdrawal.** For courses that span the length of the term, after the first week of the term, but prior to the sixth week of the term, a withdrawal from a course will receive a grade of W (Withdraw) on the academic transcript. On or after the sixth week of the term, but prior to the last week of the term, a withdrawal from a course will be assigned a grade of WP (Withdraw Passing) or WNP (Withdraw Non-Passing) by the faculty of record based on the student's performance in the course to date. Course withdrawal will not be accepted during the final week of the term. Modular courses within terms (for example, 3 or 4 subsequent clinical rotations during a term) will operate on a modified withdrawal schedule depending on academic program policies.

B. **Incomplete.** The grade of I (Incomplete) is assigned when a student's work is of passing quality but incomplete for good cause. Assignment of an Incomplete grade is at the discretion of the faculty of record and/or the school or college, and requires a written agreement between the faculty of record and the student specifying the time and manner in which the student will complete the course requirements. A grade of Incomplete should not be assigned unless the student is unable to complete the work because of sudden illness, personal emergency, or other good cause outside of the control of the student. If a grade of I is assigned, the student will have one term after the assignment of the Incomplete grade to complete all required course work unless an exception is granted by the Office of the Provost.

The final grade earned will be recorded on the academic transcript with the grade of I/Final Grade (for example, I/B). Failure to complete course requirements within one term after the assignment of the Incomplete grade will automatically result in a grade of I/F (Incomplete/Failure). An appeal for an extension to the one-term time frame must be approved by the appropriate program director and in coordination with the Office of the Registrar, prior to the final grade being automatically assigned a grade of I/F. An appeal to remove an Incomplete grade from the academic transcript will be considered by the Office of the Provost on a case-by-case basis, consistent with the requirements of the Office of the Registrar.

C. **In Progress.** The grade of IP (In Progress) is a placeholder grade assigned for a course extending beyond one term. An In Progress grade may also be assigned if a student has not completed all the experiences required in a clinical course due to circumstances beyond the student's control (for example, a lack of patients available in the clinical setting during the term). The Office of the Registrar converts In Progress grades to the final grade after submission of the final grade from the faculty of record.

- D. **Audit.** Audit registration permits a student to enroll in a course for no credit and no grade. Course requirements for an Audited course will be determined by the faculty of record. Not all courses offer an option to Audit. A change of a course from a credit status to an Audit status (if allowed for that course) must be completed before the OHSU deadline to drop/add courses and cannot be subsequently changed. Audit courses are assessed tuition and fees at the same rate as credit courses. Upon completion of an Audited course, the designation of AUD (Audit) will automatically be recorded on the academic transcript. A designation of WAU (Withdrew from Audit) will be assigned by the faculty of record if a student withdraws from an audited course after the first week of the term. Audit courses do not satisfy degree requirements or count toward the continuous enrollment requirement.
- E. **Remediated Courses.** In certain situations, a student receiving a final grade of C, D, F or NP may be permitted to remediate portions of the coursework instead of having to repeat the course in its entirety. Remediation of a course may be allowed if the faculty of record for that course has determined that a student has not passed certain required components, but has passed other required components. The specific courses that allow and/or require remediation and the maximum course letter grades for Remediated Courses will be determined by the academic program offering those courses. All Remediated Course work must be completed within one term following the original course. Exceptions to this requirement will be considered by the Office of the Provost on a case-by-case basis.

If a course is remediated, the original course will continue to be listed on the academic transcript and a new entry will also be listed indicating that the course has been remediated. Both the original course and the Remediated Course will be reflected in the same term on the academic transcript. Upon remediation, the original course will be excluded from the number of credits attempted, the number of credits earned and the GPA calculation, if appropriate. The Remediated Course will be included in the number of credits attempted, the number of credits earned (if passed) and the GPA calculation. Only courses assigned a letter grade will be included in the GPA calculation.

- F. **Repeated Courses.** In certain situations, a student receiving a final grade of C, D, F or NP may be required to repeat the course. Under some conditions, a student may also be required to repeat other previously passed courses. Maximum course letter grades for repeated courses will be determined by the academic program offering those courses. With approval from the faculty of record, and pending available space and resources, a student may voluntarily repeat a previously passed course.

When repeating a course, students will re-register for the course in a subsequent term and will be charged the applicable tuition and fees associated with the number of credit hours in the course. The original course will continue to be listed

on the academic transcript. A request to waive tuition to repeat a required course may be submitted to the Office of the Provost for consideration by, and at the discretion of, the academic program. If a course is repeated, the original course will be excluded from the number of credits attempted, the number of credits earned and the GPA calculation. The Repeated Course will be included in the number of credits attempted, the number of credits earned (if passed) and the GPA calculation. Only courses assigned a letter grade will be included in the GPA calculation.

3. Responsibilities

Faculty of record are responsible for ensuring that course grades assigned comply with the OHSU Grading Policy as defined above. Faculty of record are also responsible for submitting course grades by the appropriate deadlines established under OHSU Policy 02-70-015, Timely Release of Grades. The Office of the Registrar is responsible for making official course grades available to students within the student information system by the appropriate deadlines established under OHSU Policy 02-70-015, Timely Release of Grades and for maintaining the permanent academic transcript.

Implementation Date: June 13, 2013

Revision History: November 5, 2018

Related Requirements: Change of Grade Requests

Related Policies and Procedures: 02-70-015, Timely Release of Grades

Responsible Office: Office of the Registrar, 503-494-7800

Supersedes: CAP Policy 0-01-0613

Key Words: Grading key, withdrawal, incomplete, audit, grading policy, timely release of grades