



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

4301 JONES BRIDGE ROAD
BETHESDA, MARYLAND 20814-4799
www.usuhs.edu



SUBJECT: USU Grades and Grading Policies

Instruction 1105

(OUR)

August 12, 2020

ABSTRACT

This Instruction assigns responsibilities and prescribes the procedures to be followed in the rendering and submission of grades for students of the Uniformed Services University of the Health Sciences (USU).

A. Reissuance and Purpose. This Instruction reissues USU Instruction 1105 (*Reference (a)*) to establish policies and procedures for the awarding and transmittal of grades in USU.

B. References. See *Enclosure 1*.

C. Background. Students are awarded final grades at the conclusion of each course. Final grades are transmitted to and maintained in the Office of the University Registrar (OUR).

D. Applicability. This Instruction applies to all students, faculty members, and academic officials in the University.

E. Policy. It is USU policy to:

1. Monitor student academic progress through receipt and analysis of final course grades and national examinations.
2. Notify students of their academic progress.
3. Retain academic grades, national examination results, and academic records of all matriculated students.
4. Provide official transcripts and reports of academic progress of students to authorized recipients.

F. Responsibilities.

1. The Course Directors designee shall:
 - a. Award final grades for academic performance.

b. Oversee that final course/clerkship grades are submitted to the Assistant Vice President of Academic Records, University Registrar using electronic submission.

c. Make examination grades available to students.

d. Be responsible for reviewing a student's written appeal of a previous grade.

e. Resolve missing grades not submitted by instructors.

2. The Assistant Vice President of Academic Records, University Registrar shall:

a. Notify Course Directors of missing grades.

b. Maintain records of all course grades for transcription.

c. Manage the grading tables in the student information system for USU curriculum.

G. Procedures. *See Enclosure 2.*

H. Effective Date. This Instruction is effective immediately.



Richard W. Thomas, MD, DDS, FACS
President

11 Aug 2020
Date

Enclosures:

1. References

2. Procedures

REFERENCES

(a) USU Instruction 1105, "Grades and Grading Policies and Procedures," dated December 6, 2011 (hereby canceled).

(b) USU Instruction 6025, "USU Military Student Absence from Academic Duties Due to Temporary Disability, Illness or Injury," dated July 25, 2013.

(c) Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR, enacted August 21, 1974.

PROCEDURES

1. Basis for Grades

a. Grades shall be assigned to any individual USU student registered in the USU Student Information System (SIS) on the basis of the instructor's professional judgment of the student's scholastic achievement. The instructor should provide syllabi notification of the basis for grades to the students on or before the first class meeting. Any changes in that basis should likewise be presented to students in writing. Issuance of the final grade will be submitted by the lead instructor assigned by the academic program on the course section. Grades will be submitted by the lead instructor through the Learning Management System (LMS) or SIS by the submission deadline, see 2.

b. For grade assignments related to cases of academic dishonesty or academic integrity, refer to the academic integrity procedures in the School or College Student Handbook.

2. Submitting Grades

a. The lead instructor or staff is identified by their academic program and responsible for grading. The lead grader is listed on the course section by their academic program when the course section is created by OUR. Course information with the lead name must be submitted to OUR prior to the first day of class by the academic program. OUR is responsible for managing course grading information in the SIS that will be relayed to the LMS.

b. Final grades must be submitted through the LMS or SIS electronically by the lead instructor or staff. Grading is open when courses come to completion and must be submitted by the following deadline to ensure academic review and graduation clearance as follows:

- | | |
|--|---------|
| 1) College of Allied Health Sciences (CAHS) | 2 weeks |
| 2) Graduate Education Office (GEO) | 2 weeks |
| 3) Daniel K. Inouye Graduate School of Nursing (GSN) | 2 weeks |
| 4) Post Graduate Dental College (PDC) | 2 weeks |
| 5) F. Edward Herbert School of Medicine (SOM) | 6 weeks |

c. Grades not submitted by the deadline will be converted to "MG" (Missing Grade) and will require an individual Change of Grade form, OUR-1105G, for each student.

3. Definition of Grades

- a. The following scale is used for all USU academic levels.

<u>Letter Grade</u>	<u>Graduate Definition</u>	<u>Undergraduate Definition</u>	<u>Grade Point</u>
A	Excellent	Excellent	4.0
B	Good	Good	3.0
C	Low Pass	Satisfactory	2.0
D	Unsatisfactory	Low Pass	1.0
F	Failure	Failure	0.0

- b. The following grade letters are used without grade points.

<u>Letter Grade</u>	<u>Definition</u>
AU	Audit
H	Honors
HP	High Pass
I	Incomplete
P	Pass
R	Registered
W	Withdrawal
CR	Transfer Credit
MG	Missing Grade
IP	Course In-Progress

- c. Incomplete Grade (I)

1) If a student is prevented from completing all course requirements within the prescribed course timeframe, an incomplete grade in that course may be submitted by the instructor. Instructors will enter the 'I' grade in the SIS or LMS and submit form OUR-1105I to document the plan for resolution for the student file stored in OUR.

2) The symbol 'I' (Incomplete) will appear on the student's transcript until the course has been completed. OUR will contact the instructor of record after the Incomplete course deadline has expired to see if an extension is needed or if the grade should be converted to a failure. Students who withdrawal from the University prior to finishing incomplete work will have the 'I' grade converted to a 'W' (Withdrawal) grade.

3) Per USU Instruction 6025 (*Reference (c)*), a grade of 'I' may be given with the interruption of academic duties due to temporary disability.

4) Students with 'I' on their transcript will not be permitted to graduate if the course fulfills a degree requirement.

d. Missing Grade (MG)

1) If an instructor does not submit a grade for a student by the grade-reporting deadline and the Incomplete grade was not requested and approved, the symbol MG (Missing Grade) appears on the student's transcript until the grade is submitted.

2) The Dean of the appropriate academic program will be notified of any MG within his/her program for reconciliation.

3) Students with 'MG' on their transcripts will not be permitted to graduate if the course fulfills a degree requirement.

e. Course Audit (AU)

1) When a student is registered as an auditor, no final grade is to be given other than 'AU' (Audit). The symbol 'AU' shall be used if attendance has been satisfactory.

2) Non-attendance from the auditor requires the lead instructor to notify the OUR for processing as an administrative withdrawal 'W' for the final grade.

f. Registered Grade (R)

1) In a designated multiple-term course in which students are required to register for more than one term, the instructor will report the symbol 'R' (Registered) in place of a grade. The course registration and grade symbol of 'R' indicates that the student has devoted an adequate amount of time and effort to the work, but has given no indication of its quality. The credit for the course will count as credits earned for student load and loan deferment but not toward the grade point average.

2) Instructors will record the final culminating grade in the last term of a multi-term course. The credit for this course will count as credit earned for student load, loan deferment and grade point average.

g. Withdrawal (W)

1) A grade of 'W' (Withdrawal) is an administrative grade recorded when a student is unable to complete course enrollment.

- 2) A grade of 'W' may be given with the interruption of military duties.
- 3) If the student is a degree candidate and withdraws from all enrollment, the student automatically withdraws from the University as a degree candidate.
- 4) The student will receive a grade of 'W' for classes started but stopped after 20% of the class.

h. Transfer Credit (CR)

- 1) Transfer credit is recorded as 'CR' (Credit) after the course has been evaluated for USU degree requirements and the official transcript has been received with a grade of 'C-' or higher.
- 2) Transfer credit will appear at the top of the USU transcript in chronological date order with the transferring institution identifying information.
- 3) Transfer credit is counted toward degree requirements but will carry no quality points toward the cumulative grade point average at USU.
- 4) Transfer credit will be posted in semester hours and converted for those coming from quarter hour institutions (exception with the Graduate Education Office).

4. Grade Changes

- a. The course instructor or course director is authorized to submit a change of grade using form OUR-1105G to correct a mistake in calculating or recording a grade for a particular student.
- b. The course instructor is responsible to submit a change of grade from for 'I' (Incomplete) to complete by using form OUR-1105G.
- c. No grade changes will be permitted after a student has graduated.
- d. Student's will be notified of a grade change update by OUR or can view the update using the SIS.
- e. Each instructor or course director is responsible for checking the final term grade list in the SIS after grades have been recorded to ensure grading accuracy.

f. Students who re-enroll or repeat a course are not eligible for a grade change. The original grade and new grade will remain on the students' record. A repeat indicator will appear next to the first grade when a student repeats a course. This policy does not apply to courses designated as "repeatable." The last grade will calculate toward the cumulative grade point average for repeated courses (exception to rule is outlined in USU Instruction 1323 *Reference (b))*).

5. Request for Review of Assigned Grade

a. Each School and College must have published procedures for students initiating requests to review or appeal grades. Reference can be found in the appropriate academic Dean's policy or Student Handbook.

6. Request for Transcripts

a. The OUR maintains all student academic records. Requests for transcripts are directed in writing to OUR or through the student email to Registrar@usuhs.edu.

b. All students are entitled to an unofficial transcript by paper or through the SIS.

c. The unofficial transcript is for the student's personal use, and is not to be misconstrued as an official document.

d. Official transcripts are free of charge and sent on the behalf of the student with their consent.

e. The USU official transcript bears the University seal and University Registrar signature which is printed on secure paper to reveal any alterations. The student record is maintained in accordance with the Privacy Act and may become part of an officer's military files based on the individuals Service procedures.

7. Grade Reports

a. Students access their grades in the SIS while currently enrolled. Former students access their grades by requesting a transcript, see paragraph 6.

8. Access to Students' Records and Correction of Records

a. The Privacy Act and implementing regulations apply to students' records. Students may:

1) Request access to their record or to any information pertaining to themselves that is

retained by the OUR.

- 2) Authorize in writing a designated person(s) to review their record and have a copy made of all or any portion thereof.
- 3) The OUR requires students to furnish written statements authorizing discussion of their records in the accompanying person's presence.
- 4) Request in writing an amendment of records pertaining to themselves. After obtaining the necessary verification and not later than ten working days after the receipt of such request, the University Registrar, will acknowledge the request in writing and make any justified correction(s) of any portion of the record.
- 5) The student will be notified by the University Registrar of any refusal to amend the record in accordance with the request and the reason for the refusal.