



**UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES**

COLLEGE OF ALLIED HEALTH SCIENCES  
2787 WINFIELD SCOTT ROAD, BLDG 2398  
JBSA FT. SAM HOUSTON, TEXAS 78234



College of Allied Health Science

Office of the Dean

CAHS-DPM-003-2022

March 18, 2022

**MEMORANDUM FOR FACULTY, STAFF, AND COLLEGE OF ALLIED HEALTH SCIENCES STUDENTS**

**SUBJECT: Grading and Examination Policy**

**A. Reissuance and Purpose.** This College of Allied Health Sciences (CAHS) Dean's Policy Memorandum (DPM) reissues 001-2018, "Grading and Examination Policy" (*Reference (a)*) establishes policy concerning course grading criteria and examinations, the appeals process, transcripts and credentials, and graduation requirements.

**B. References.** *See Enclosure 1.*

**C. Applicability.** This DPM applies to students enrolled in the CAHS Programs.

**D. Policy.**

1. Examinations and Assignments.

a. Program Directors will provide the educational objective for material presented to guide students in the study and preparation for written examinations or other methods of evaluation and grading.

b. The faculty must establish methods for evaluating student performance and ensure students receive feedback about their performance in a timely manner. The faculty may use written evaluation of student performance. Objective criteria will be set for each graded exercise.

c. Students who miss scheduled CAHS examinations for a justifiable reason (as determined by the Program Directors) will be administered the same or a comparable examination as soon as possible after the original examination.

2. Grading Definitions and Policies.

a. Letter grades with modifiers are assigned as defined below for CAHS programs.

<u>Letter</u>	<u>Score</u>	<u>Grade Points</u>
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	<60	0.00

b. Grade point values must be clearly communicated in student handbooks and program administration plans. If a course is taken at an institution other than the USU CAHS where grades transfer is desired, there must be an articulation agreement between the USU and the outside institution. If there is no articulation agreement between the two entities then only transfer credit will be granted. In accordance with CAHS transfer credit policy, transfer courses from outside the University are not factored into the cumulative GPA.

c. Definitions of abbreviations used in the grade sheets/transcripts beyond the traditional A, B, C, D, F letter grade, consist of the following:

GRADE	DESCRIPTION
P	Pass. The grade "P" is used only in courses/clerkships that are designated Pass/Fail, and does not contribute to the calculation of the grade point average (GPA).
I	Incomplete. 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. 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 withdraw from the University prior to finishing incomplete work will have the 'I' grade converted to a 'W' (Withdrawal) grade.
AU	Audit. The grade "AU" is issued to students who are authorized to audit a course, but only with the approval of the program director and the Dean, or designated representative. "AU" will be indicated on the transcript.
W	Withdrawal. The grade "W" is an administrative grade recorded when a student is unable to complete course enrollment. Per USU Instruction 1105, a grade of "W" may be given with the interruption of military duties.

R	Registered. 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. Instructors will record the final culminating grade in the last term of a multi-term course.
---	---

d. Grading criteria for both didactic and clinical courses are determined by the Program Director.

e. Selected courses can be determined as “Pass/Fail” based on the recommendation of the Program Director with prior approval from the curriculum committee.

f. In courses that have both a didactic and a clinical component, a student cannot achieve a passing grade without achieving a passing grade in both the didactic and the clinical portions of the course. The Program Director determines which courses have combination elements, and what constitutes a “passing” grade in each component.

g. Grading of all assignments and expectations of assignments will be outlined in the course syllabus. When applicable, a grading rubric will be provided.

h. The lead instructor or staff as identified by the Academic Program leadership is responsible for entering grades into the system of record within 4 working days following completion of each course segment within the program of instruction.

### 3. Student Grade Appeal Process.

a. All grading appeals processes are outlined in the specific program’s Student Evaluation and Administration Plan (SEAP). If a grading situation occurs in which a student has completed the academic grievance process in the Service-required program in which they are enrolled, and the student believes that the matter is unresolved as it pertains to enrollment in the CAHS, the student may initiate the CAHS Grievance Procedure. Prior to employing the CAHS Grievance Procedure, all academic grievance processes available at the Service-required program must be employed and exhausted.

### 4. Transcripts and Examination/Credentialing Recommendations

a. Upon graduation, the following transcripts will be provided:

1) An unofficial or official transcript will be provided to any student upon request after program completion.

2) Official transcripts will be provided upon the graduate's request to academic institutions or organizations where the graduate is applying for credentialing, admission or employment, respectively.

5. Requirements for Graduation. The following graduation requirements apply to all USU CAHS graduates.

a. Completion of all specified program curriculum requirements as outlined in designated degree requirement plans for:

- 1) Associate of Science in Health Sciences (ASHS)
- 2) Bachelors of Science in Health Sciences (BSHS)

E. Effective Date. This DPM is effective immediately.

PELAYO.LULA. Digitally signed by  
PELAYO.LULA.WESTRU  
WESTRUP.128 P.1282928929  
2928929 Date: 2022.03.11  
17:14:53 -06'00'

3/11/2022

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Dr. Lula Westrup Pelayo, Ph.D., RN, FAAN  
Dean, College of Allied Health Sciences  
Uniformed Services University of the Health Sciences

Enclosures:

1. References

**REFERENCES**

(a) CAHS DPM-001-2018, "Grading and Examination Policy," April 20, 2018 (hereby cancelled).

(b) USU Instruction 1105, "Grading and Grading Policies and Procedures," dated August 12, 2020.

