



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

COLLEGE OF ALLIED HEALTH SCIENCES
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College of Allied Health Sciences
Office of the Dean
CAHS-DPM-G01-2018

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

SUBJECT: Graduate Studies Grading Policy

A. Purpose: This instruction establishes the USU College of Allied Health Sciences (CAHS) policy concerning course grading criteria for Graduate Studies.

B. References: See Enclosure

C. Applicability: This instruction applies to students enrolled in the CAHS Graduate Programs and provides guidance to faculty.

D. Policy:

1. Examinations and Assignments

a. Program Directors will provide 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 (See 3a below)
D	60-69	1.00 (See 3b below)
F	<60	0.00 (See 3b below)

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. Per 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 or practicums that are designated Pass/Fail, and does not contribute to the calculation of the grade point average (GPA).
I	Incomplete. The grade of "I" is issued when the student has not completed the course requirements, such as taking the final examination, submitting required assignments or required course work, or completing required hours within a practicum or internship. The grade of "I" is assigned <u>only</u> with the approval of the CAHS Dean or designated official according to school policy. The Program Director must make a recommendation in writing to the Dean, or designated official, with a copy to the CAHS Registrar, as to how and by what date the temporary "I" grade will be converted to a permanent grade. Failure to fulfill the stipulated requirements by the specified date, unless an extension is granted will result in conversion of the "I" grade to a grade of "F". The temporary grade of "I" must be changed to a permanent grade prior to graduation. Per USU Instruction 6025 ^c , a grade of "I" may also be given due to interruption of academic duties because of temporary disability.
IP	In-Progress. The grade of "IP" indicates a course that continues into the following term of study for which a grade will be awarded at the completion of the course. All "IP" grades must be replaced by a final grade at the conclusion of the in-progress course.
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 CAHS Dean, or designated representative. "AU" will be indicated on the transcript.
W	Withdrawal. The grade "W" is used when a student withdraws before the course session is complete. Per USU Instruction 6025 ^c , a grade of "W" may be given with the interruption of academic duties due to temporary disability.
X	The grade "X" indicates a continuing academic activity or multi-term course of instruction or project for which a final grade will be awarded at the conclusion of the activity (i.e. prior to completing any hours required of a practicum or internship). All "X" grades must be replaced by a final grade before graduation.

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. Use of grading curves on exams are prohibited.

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

i. The Program Director or designated representative 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. Required minimum final course grades for degree completion

a. A grade of “C” denotes less than satisfactory performance. Upon receipt of a “C” grade, the student will be notified in writing by the Associate Dean of Graduate Studies that work in a course is unsatisfactory. A student will be dismissed from the program if a grade of “C” is received in more than one course regardless of the cumulative GPA (which is required to be 3.0 or greater for graduation within the program).

b. A student will be dismissed from the program if a grade of “D” or “F” is received in one course.

4. Student Request for Review of Grades/Appeal of Grades

a. The purpose for the Student Appeal Process is to provide a mechanism for objective internal review of faculty and staff actions or School Committee decisions. This Review Process may be utilized by students enrolled in courses in the College of Allied Health Sciences who believe these decisions resulted from inequitable and/or discriminatory decision-making procedures or processes. The wisdom of a decision cannot be grieved. Only the process that is believed to be inequitably applied, within the referent group, can be grieved. Implicit in this process is the need for the cooperation, openness, and good faith of all parties involved.

b. Students who wish to appeal a grade, may request to do so in a written letter to the Program Director. The student will have no more than ten (10) business days to grieve or appeal a grade decision. All replies to the student will be in writing, and copies of the request and all subsequent correspondence will be maintained by the Program Director.

5. Transcripts and Examination/Credentialing Recommendations

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

1) An unofficial transcript will be provided to each student.


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

6. Requirements for Graduation

a. The following graduation requirements apply to all USU CAHS graduates:

- 1) Completion of all specified program curriculum requirements as outlined in the designated degree requirement plan.
- 2) Achievement of a minimum 3.0 Cumulative GPA.
- 3) No more than one grade of "C" presented for the degree.

E. Effective Date: This Dean's Policy Memorandum is effective immediately.



(Signature)

9/30/15

(Date)

Dr. Mitchell Seal, EdD, MEd-IT, BSN, RN
Dean, College of Allied Health Sciences
Uniformed Services University of the Health Sciences

Enclosures:

1. References

References

- A. USU Instruction 1105, "Grading and Grading Policies and Procedures," dated December 6, 2011.