

80.20.005 GRADES AND GRADING POLICY

Grades and Grading Policy

PURPOSE

The purpose of this policy is to define the Graduate School's grade scale and outline the procedure for calculating Grade Point Average (GPA).

SCOPE

This policy applies to all coursework at the Graduate School, regardless of mode of instruction.

STAKEHOLDERS AFFECTED BY THIS POLICY

Stakeholders affected by this policy include all Graduate School students and faculty.

POLICY

1.1 Students will be awarded grades for all coursework. Letter grades are associated with numeric values as follows, which is the same across all degree programs:

A+ (4.0), A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D+ (1.3), D (1.0), D- (0.7), and F (0.0). For calculating the GPA, reference procedure section 2.1.

1.1.1 Students may also receive the following marks: Pass/Fail, S/U (Satisfactory/Unsatisfactory), I (Incomplete), W (Withdrawal), WP (Withdraw Passing), WF (Withdraw Failing), TR (Transfer Credit), EC (Experiential Credit), O (No Grade Reported).

1.1.2 Only letter grades A+ through C as well as Pass and Satisfactory marks will count toward the degree requirements.

1.2 Pass/Fail

1.2.1 A student's earned grade in a course designated as Pass/Fail will be a "Pass" if the student has earned a course grade of C or above (2.0 or above). A student's earned grade in a course will be "Fail" if the student has earned a course grade below a C (below 2.0). A Pass/Fail grade is not used in calculating the student's GPA.

1.2.2 When a student earns a "Pass" in a course that is designated as Pass/Fail, the credits from that course count toward the degree requirements, but the credits are not used in calculating the student's GPA.

1.2.3 A student who receives a "Fail" grade in a Pass/Fail course will immediately be placed on academic warning as successful completion of the degree requirements will be at risk. The credits of any failed course will not be counted toward the degree requirements. A student will have the opportunity to earn a "Pass" in a course where the student received a "Fail" with the successful completion of an individualized academic plan designed in consult with the Associate Dean (or designee) and the relevant Graduate Faculty member.

1.3 Satisfactory/Unsatisfactory (S/U)

1.3.1 The Satisfactory/Unsatisfactory grading option is typically used for research courses.

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1.3.2 A mark of “Satisfactory” is given if a student has received a grade of C or above (2.0 or above) in a course. The credits from that course count toward the degree requirements, but the credits are not used in calculating the student’s GPA.

1.3.3 A mark of “Unsatisfactory” is given if a student has received a grade of below a C (below 2.0). The credits from that course will not count toward the degree requirements, and the credits are not used in calculating the student’s GPA. A student will have the opportunity to earn a “Satisfactory” in a course where the student received an “Unsatisfactory” with the successful completion of an individualized academic plan designed in consult with the Associate Dean (or designee) and the relevant Graduate Faculty member.

1.4 Incomplete (I)

1.4.1 A mark of “Incomplete” is given when the semester ends and a student’s work is academically acceptable, but for a valid reason the student has been unable to complete all required work. An “I” is not included in the calculation of the GPA. An “I” will convert to a failing grade (F) if the incomplete work is not made up before the end of the next semester which may jeopardize the student’s continued enrollment in the graduate program.

1.5 Student-Initiated Withdrawal (W/WP/WF)

1.5.1 The withdraw (W) mark is given to a student who initiates the process to officially withdraw from the Graduate School during the time specified in the academic period. A withdraw passing (WP) or a withdraw failing (WF) mark is given to a student who initiates the process to officially withdraw from a course after the time specified in the academic period. “W” grades do not satisfy prerequisites and are not included in the calculation of GPA.

1.6 No Grade Reported (O)

1.6.1 This mark is given to a student when no grade is reported by the instructor. This mark does not affect the student’s GPA and will be replaced with the appropriate grade upon submission of that grade by the instructor.

1.7 Retaking a Course

1.7.1 A student will have the opportunity to retake a course in which they received a letter grade of a C or below. Students are only allowed to retake a course once.

1.7.2 For students retaking a course, the second grade a student receives in the course will be considered the final grade for the course. The second and final grade will be used in calculating the student’s GPA. The transcript will include both the first grade the student received as well as the final grade from the course that was retaken.

PROCEDURE

2.1 Grade Point Average Calculation

2.1.1 To determine a student’s progress toward a degree and scholastic standing, the GPA is calculated at the end of each semester and immediately prior to graduation. This calculation relies on quality points derived from the grade assigned to each course. Grades are available online at the close of each semester.

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2.1.2 GPA Formula = Total quality points earned divided by credit hours (standard letter grade courses only) associated with the quality points awarded

2.1.3 Example: A student has successfully completed the Genes to Proteins course (3 credits) with a grade of A- (3.7 points) and Cell Biology course (3 credits) with a grade of A (4.0 points).

Quality Points:

Genes to Proteins = $3.0 \times 3.7 = 11.1$ Cell Biology = $3.0 \times 4.0 = 12.0$
 Total Quality Points = $11.1 + 12.0 = 23.1$ Total Credits = 6
 GPA = $23.1/6 = 3.85$

2.1.4 The Graduate School will cap GPAs at 4.0. GPAs calculated above 4.0 will be rounded to 4.0.

DEFINITIONS

N/A

REFERENCE DOCUMENTS

N/A

FORMS AND OTHER DOCUMENTS

N/A

POLICY DETAILS

Policy Type	Policy Revision
Policy Number	80.20.005
Policy Category	Academic Policy
Policy Sponsor	Steven Varga
Approval Authority	Curriculum Committee
Policy Effective Date	July 1, 2023
Policy Owner (Contact Info)	Steven Varga (steven.varga@stjude.org)
Policy Alternate	Stacey Schultz-Cherry
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Next Scheduled Review Date	By June 1, 2026

REVISION HISTORY

- V1.0 – May 23, 2023
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- V3.0 – August 2, 2024
- V4.0 – December 11, 2025

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APPROVALS

Curriculum Committee – Approved on May 23, 2023

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