



Texas Tech University Operating Policy and Procedure

OP 34.12: Grading Procedures

DATE: March 31, 2005

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding of grading procedures.

REVIEW: This OP will be reviewed by March 1 of every even-numbered year by the senior vice provost for academic affairs with recommendations for revision presented to the provost/ senior vice president for academic affairs by April 1.

POLICY/PROCEDURE

1. Grades and their Interpretations

The instructor of record determines all grades for a course. The method of determining the grade will be included in the course syllabus that is to be presented to the students at the beginning of the semester. The grades used with their interpretations are: **A** = Excellent; **B** = Good; **C** = Average; **D** = Inferior (passing, but not necessarily satisfying degree requirements); **F** = Failure; **P** = Passing; **PR** = In Progress; **I** = Incomplete; and **W** = Withdrawal. The letter **R** designates a course repeated to remove an **I**. The grades of **CR** (credit) and **NC** (no credit) are given in certain instances.

Instructors may choose to add a plus or a minus to the grade. These will be entered on the transcript, but will not be used in the calculation of the grade point average.

The grade of **PR** is given only when the work in a course extends beyond the semester or term; it implies satisfactory performance and is used primarily in thesis and dissertation courses.

The grades of **CR** (credit) and **NC** (no credit) are given in certain instances; e.g., in the College of Education for student teaching.

The grade of **I** is given only when a student's work is satisfactory in quality but, due to reasons beyond his or her control, has not been completed. It is not given in lieu of an **F** or **W**. The instructor assigning the grade will stipulate in writing at the time the grade is given the conditions under which the **I** may be removed. The assigned work and a change of grade must be recorded within one calendar year from the date of the **I**. Failure to do so results in an **F** for that course. The **I** may be replaced by an **R** if the course is repeated within one year. The appropriate grade will be given for the second registration.

Failure to meet certain university obligations may result in an administrative hold being placed on a student's access to such university procedures as registration, release of transcripts, and course add/drops. It is the student's responsibility to get the hold released, which can be accomplished by meeting the requirements of the department placing the hold.

An **NP** is shown on the grade report of the student if the student has not paid all fees by the end of the semester. If the student subsequently pays the delinquent fees, the bursar will notify the registrar, who will then record the academic grade earned.

2. **Dropping a Course**

a. Students may officially drop a course through the 45th class day of a long semester or the 15th class day of a summer term and receive the grade of **W** regardless of their progress in the class.

b. **First-Time Freshmen and Transfer Students Entering Fall 2004 or Thereafter**

First-year freshmen entering Texas Tech in the fall of 2004 or thereafter will be allowed only four **Ws** (withdrawals) to be used at any time during their college career to drop a course up to the 45th class day of long semesters and 15th class day of short summer terms. Transfer students will receive three **Ws**. When these **Ws** have been used, the student must complete all courses. The student-initiated **drop-add** period at the start of the term lies outside these regulations. Students who find it necessary to withdraw from the university before the end of the semester will not have to use their **Ws** for withdrawal. If a student who started with four **Ws** does not withdraw from any course during the pursuit of a degree, that student may take one course without paying institutional tuition (as opposed to state tuition) during the last semester of that degree program.

3. It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own any work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension.

“Scholastic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

a. “Cheating” includes, but is not limited to:

- (1) Copying from another student’s test paper;
- (2) Using during a test materials not authorized by the person giving the test;
- (3) Failing to comply with instructions given by the person administering the test;
- (4) Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed “crib notes.” The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test;
- (5) Using, buying, stealing, transporting, or soliciting in whole or in part the contents of an unadministered test, test key, homework solution, or computer program;
- (6) Collaborating with or seeking aid or receiving assistance from another student or individual during a test or in conjunction with other assignment without authority;
- (7) Discussing the contents of an examination with another student who will take the examination;

- (8) Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student;
 - (9) Substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 - (10) Paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution, or computer program;
 - (11) Falsifying research data, laboratory reports, and/or other academic work offered for credit; and
 - (12) Taking, keeping, misplacing, or damaging the property of the university, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
 - b. “Plagiarism” includes, but is not limited to, the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one’s own academic work being offered for credit.
 - c. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
 - d. “Falsifying academic records” includes, but is not limited to, altering or assisting in the altering of any official record of the university, and/or submitting false information or omitting requested information that is required for or related to any academic record of the university. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.
 - e. “Misrepresenting facts” to the university or an agent of the university includes, but is not limited to, providing false grades or resumes; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual; or providing false or misleading information in an effort to injure another student academically or financially.
4. The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. In cases of convincing evidence of or admitted academic dishonesty or plagiarism, an instructor should take appropriate action as described below. Before taking such action, however, the instructor should attempt to discuss the matter with the student. If cheating is suspected on a final exam, the instructor should submit a grade of **X** until a reasonable attempt can be made to contact the student, preferably within one month after the end of the semester.
 5. When a faculty member determines according to Part II B 2 of the *Student Handbook* that academic dishonesty has occurred and assigns a grade of **F** for the course, the grade of **F** will stand as a final grade, notwithstanding a subsequent withdrawal from the course by the student. A faculty member shall notify the registrar of the intention to assign a grade of **F** for the course, in addition to the notifications of the department chairperson and the student’s academic dean, as

provided in Part II B 2 of the *Student Handbook*. The student will have the right to appeal the receipt of a failing grade in a course through the established grade appeal procedure, as outlined in OP 34.03, Student Grade Appeals. The student may not appeal a failing grade given for a class assignment.

6. In cases of flagrant or repeated violations, the instructor may recommend to the Student Mediation Center, through the appropriate chairperson and the academic dean's office, further disciplinary action pursuant to the disciplinary policy and procedure outlined in the Code of Student Conduct. In addition, the academic dean or the Student Mediation Center may initiate disciplinary action for flagrant or repeated violations.
 7. A student referred to the Student Mediation Center for disciplinary action for academic dishonesty is entitled to all substantive and procedural guarantees provided in this Code, including, but not limited to, notice and hearing.
 8. The disciplinary penalty or grade of **F** shall not be implemented until the disciplinary procedure or grade appeal process has been exhausted, or until one month after the beginning of the new semester. A student may continue academic class and course work until a final decision is made. A written report of any additional disciplinary action taken by the Student Mediation Center will be sent to the appropriate academic dean's office and to the student. The final result of a grade appeal in such matters should be reported to the instructor by the appropriate academic dean in the manner required by the grade appeals procedure.
 - a. In cases in which a finding of academic dishonesty is sustained, the recommended disciplinary action will be enforced and/or a grade of **F** reported.
 - b. In cases in which a charge of academic dishonesty is not sustained, no disciplinary action will be taken and the student will be entitled to the grade he or she would have received in the absence of a finding of dishonesty. In addition, the student will be allowed to continue the particular course without prejudice.
 9. A written report of any additional disciplinary action taken by the Student Mediation Center will be sent to the appropriate academic dean's office and to the student.
 10. Faculty members may not post grades for any examinations, including final examinations, unless the department chairperson grants permission and a substantiated random identification procedure, specifically without students' names and/or social security numbers, is in place.
 11. Law students are subject to disciplinary procedures as described in the *Honor Code for the School of Law*.
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