



Undergraduate Grading Policy	
Responsible Official: Provost's Office	Responsible Office: Registrar

Policy Purpose

This policy specifies the institution's undergraduate grading scale, calculation of grade point averages, and requirements for the assignment of grades.

Policy Statement

Each instructor determines the individual grade components and percentage value in the calculation of the Final Course Grade (FCG). Instructors are required to report an FCG for every student in the system designated by the registrar at the conclusion of the term. FCGs are used in the calculation of grade point averages.

I. Undergraduate Grading Scale and Associated Quality Points

- A. ETSU uses the grading scale below in the calculation of grade point averages. The associated quality points are used in the calculation of grade point averages.

Grade	Quality Points
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
F	0.0
FN	0.0

- B. The following grade types are not included when calculating a grade point average:
 - a. Midterm grades
 - b. Pass Grades (P)
 - c. Credit Grades (CR)
 - d. Incomplete (I)
 - e. Audit Grades (AU)
 - f. Withdrawal (W)
 - g. Withdrawal Failing (WF)
 - h. Not Reported (NR)
- C. Grades and credits attempted or earned in the following courses are not included in any grade point average:
 - a. Remedial and developmental courses
 - b. Courses from which the student withdrew in good standing
 - c. Courses transferred to ETSU on or after August 1, 2015

II. University Grade Point Averages and Uses

- A. Overall GPA – The overall GPA is calculated using FCGs in all institutional and articulated coursework (excluding pre-college level courses). The overall GPA is used to determine:
 - a. Eligibility for graduation
 - b. Academic Honors
 - c. Athletics eligibility
- B. Overall Combined GPA – The overall combined GPA is calculated using FCGs in all institutional and articulated transfer coursework including pre-college level courses. The overall combined GPA is used to determine:
 - a. Suspension and Probation
 - b. Financial Aid Eligibility
- C. Institutional GPA – The institutional GPA is calculated using FCGs in all institutional coursework, excluding pre-college level courses, and is used to determine the Dean’s List.
- D. Lottery GPA – The Lottery GPA is calculated as prescribed by state law and/or the Tennessee Lottery Scholarship Program.

III. Assigning and Resolving Incomplete Grades

- A. An instructor may assign a grade of “I” (incomplete) only when a student has successfully completed seventy-five percent (75%) of the required work for a course, but due to circumstances beyond the student’s control, the student is unable to complete course requirement(s). The “I” grade also indicates that the student has received consent from the instructor to complete the course requirements. The “I”

- grade cannot be used to allow a student to do additional work to raise a deficient grade or to repeat a course.
- B. To assign an “I” grade, an instructor must complete a “Report on Assignment of Incomplete Grade.” The report details the requirements necessary for the student to satisfactorily complete the course and provides details necessary should the instructor of record become unavailable before coursework is complete.
 - C. Course requirements must be completed within one calendar year from the time the “I” grade is awarded. The instructor may set an earlier date for the completion of course requirements.
 - D. If the student does not complete course requirements before the expiration of the calendar year, the “I” grade will convert to the grade of “F”. If a student wishes to appeal the grade “F”, the appeal will be governed by the policy and procedure of the undergraduate grade appeal policy.
 - E. When an “I” grade is converted to an “F”, the grade point averages are adjusted retroactively; consequently, the student may be subject to dismissal.
 - F. A student cannot withdraw from or drop a course after a grade of “I” has been assigned.
 - G. It is the student’s responsibility to contact the Office of Financial Aid about the implication of an “I” grade on their financial aid package. The student should also inquire about the implications for the financial aid package if the “I” grade converts to an “F.”

IV. Pass/Fail Grading

- A. Students pursuing undergraduate degrees and certificates must have a minimum Overall GPA of 2.5 in order to take a course as P/F.
- B. Students pursuing undergraduate degrees and certificates may not take general education courses, courses required for the major, courses required for the minor, or courses required for a certificate as P/F. If a student changes programs of study and a P/F course is then required in the new major, minor or certificate, then the student may petition the dean of the college or school offering the newly declared major, minor, or certificate to have the original letter grade earned substituted for the previously earned P/F grade.
- C. Students must request the P/F grading option at the time of registration.
- D. Students may register for no more than one P/F course in a semester.
- E. Students may not request the P/F option for a course that is added after the first week of classes.
- F. The standard letter grade option cannot be changed to P/F, nor can the P/F grade

- option be changed to the standard letter grade option after the first five days of the semester.
- G. Students may repeat P/F courses for standard letter grades.
 - H. Students pursuing undergraduate degrees may count no more than 12 credit hours of P/F coursework toward the total number of credits required for graduation.
 - I. Failing grades earned in P/F graded courses are computed in grade point averages. Pass grades are not computed in grade point averages.

V. Repeating Undergraduate Courses

- A. Students may repeat courses in which the final grade is C+ or lower.
- B. Student may repeat a course in which they earned a grade of B- or higher only with the approval of the Provost.
- C. ETSU uses repeated courses in calculating grade point averages and total credits attempted as follows:
 - a. If a student repeats a course once, ETSU uses only the most recent attempt (excluding I, W, or WF grades) in calculating the GPAs.
 - b. If a student repeats a course two or more times, ETSU uses all grades earned in the third and subsequent attempts in calculating GPAs.
 - c. All courses repeated count in credits attempted.
 - d. All courses repeated appear on the academic transcript.
 - e. If a student repeats a course at another institution, the grade point averages are calculated in the same manner described above.

VI. Retention of Grade Records

Faculty shall retain all records related to the assignment of FCG for three (3) semesters.

Authority: T.C.A. § 49-8-203 et. Seq.

Previous Policy: Migration of TBR Policy 2.03.01.01

Defined Terms

Final Course Grade (FCG): A letter designation of a student's achievement of course learning outcomes.

Policy History

Effective Date

Initial: 01/22/2019

Revised: 03/24/2022

Procedure

I. Computing Undergraduate GPAs:

The coursework and grades used in calculating a grade point average (GPA) is defined in section II of this policy. The procedure for calculating an undergraduate GPA is as follows:

- A. Total all quality points earned by a student in all courses attempted as indicated in this policy (Total Quality Points); and
- B. Divide the Total Quality Points by the total number of applicable credits attempted.

Effective Date

Initial: 01/22/2019

Revised: 03/24/2022

Related Form(s)

Scope and Applicability

Primary:

Secondary: