



## PhD Program Grading Policy

**Subject:** PhD Program Grading Policy

**Effective Date:** 04/1999

**Scope:** This policy applies to PhD program students.

**Date Reviewed/Revised:** 04/2025

**Next Scheduled Review Date:** 04/2028

**Responsible Office:**  
Department of Research

**Responsible Executive:**  
• PhD Program Director  
• Associate Dean for Research, Chair,  
Department of Research

### I. POLICY AND GENERAL STATEMENT

The grading system for the PhD in Nursing program varies for each course (i.e. letter-grade scale or pass-fail scale), with each course's grading scale, specific requirements, and criteria outlined in its syllabus. Students are expected to maintain a cumulative grade point average (GPA) of at least 3.0. Failure to meet this standard may lead to academic probation, with the possibility of academic withdrawal if performance does not improve within specified limits. This policy also addresses the conditions for incompletes, withdrawals, and repeating courses.

This policy governs the grading system for students in the PhD in Nursing program at The University of Texas Health Science Center at Houston, Cizik School of Nursing (CSON). It ensures that students are assessed fairly and consistently throughout the CSON PhD in Nursing program and outlines procedures for addressing academic performance issues, including probation, course repeats, and withdrawals.

### II. DEFINITIONS

- Letter Grade System: A grading scale that assigns a letter grade (A, B, C, D, F) to each student based on their performance in a course.
- Cumulative GPA: The overall grade point average (GPA), calculated by dividing the total number of grade points earned by the total number of credit hours attempted.

- **Academic Probation:** A status given to a student whose GPA falls below the required minimum, which requires corrective action (raising the GPA) within a set time frame.
- **Incomplete ("I") Grade:** A temporary grade given when a student cannot complete all course assignments due to unavoidable circumstances. It is valid for one semester following the course.
- **Withdrawal ("W"/"WF") Grades:** A "W" indicates a voluntary withdrawal from a course, and "WF" indicates a withdrawal while failing. "WF" is treated as a failing grade in GPA calculations.
- **Course Repeat:** A student who receives a grade below "B" must repeat the course to fulfill program requirements. A course may only be repeated once.

### III. PROCEDURE

Courses in the PhD program are graded on either a letter-grade scale or a pass-fail scale, as follows.

- **Letter Grade Scale:**

A: 90-100  
 B: 80-89  
 C: 70-79  
 D: 60-69  
 F: 59 and below

- **Pass-Fail Scale:**

Pass (P): Pass is not computed as part of the GPA.  
 Fail (F): Fail counts as an "F."

- **Minimum GPA Requirement:**

PhD students must maintain a cumulative GPA of 3.0 or higher. If the GPA falls below 3.0, the student will be placed on academic probation and must raise their GPA to 3.0 or above by the end of the next semester of enrollment in a PhD program course. A student may be placed on probation for a maximum of three semesters. Students exceeding these limits will be ineligible to continue in the program.

- **Incomplete Grades (I):**

An "I" grade is granted when a student is unable to complete all course assignments due to unavoidable circumstances. The "I" grade is valid for one semester following the course. The student must request an incomplete status from the instructor before the last class day of the course to receive an "I". If the "I" grade is not resolved by the end of the following semester, the student will receive an "F" in the course.

- **Failure and Repeating Courses:**

Any grade below a "B" (i.e. C, D, F, or WF) is considered a failing grade. If a grade below a "B" is received in any course, the student will be placed on academic probation. Courses must be repeated if a student receives a grade below a "B". The student can only repeat a course one time. If a student earns a grade below a "B" in a repeated course, they will be academically withdrawn from the program. If a student receives two grades below a "B" (i.e. C, D, F, or WF) in any two separate courses, they will be academically withdrawn from the program.

- **Withdrawal from a Course (W/WF):**

A student may withdraw from a course with the instructor's consent and will receive a "W" (withdrawal) or "WF" (withdrawal while failing). A "WF" is considered a failing grade and is used in the calculation of the GPA. Original grades remain on the transcript, with a final repeated grade used to compute the GPA.

- **Transfer Courses:**

Courses transferred from other universities or institutions must have a grade of "B" or higher to be considered for credit. All courses applied to the PhD plan of study must have a grade of "A," "B," or "P" (Pass).

#### IV. CONTACTS

| Contact                                   | Telephone    | Email/Web Address            |
|---|--------------|------------------------------|
| Meagan Whisenant, PhD<br>Program Director | 713-500-2279 | meagan.whisenant@uth.tmc.edu |

#### V. EXHIBITS