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Policy Title: Grade Point Calculations

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### **Policy**

Pursuant to state law, the Texas Higher Education Coordinating Board establishes rules on a variety of topics that apply exclusively to public universities and/or health-related institutions.

### **Procedure**

Procedures for calculating the grade-point average for applicants and students will be as follows:

1. Only official transcripts from accredited institutions of higher education shall be accepted by the graduate and professional schools of an institution of higher education for evaluation and grade-point calculation
2. All academic work undertaken and grades or symbols assigned at each institution shall be reflected on the student's official transcript(s). No student's grade may be expunged from his or her record.
3. All grades assigned for academic course work will be used in calculating the grade-point average, except that only the final grade will be included for courses, which have been repeated.
4. A four-point scale will be used in computing the grade-point average (i.g., A-4 points per credit hours; B-3.0; C-2.0; D-1.0; F-0)
5. A grade or symbol indicating failure (i.e., F, WF, NC, or in a pass/fail system FL=F) will count as hours undertaken, but no grade points will be earned
6. Excluded from the grade-point average will be any credit by examination (CR), Quit (Q), Withdrew Passing (WP), Incomplete (I or X); and a Pass grade within a Pass/Fail system.

7. The grade-point average will be computed by multiplying each grade point (see 4 and 5 above) by the semester or quarter hours earned per course and totaling the products. The semester or quarter hours of courses undertaken will then be totaled. The total of the products will be divided by the total semester or quarter hours. The result is to be calculated to the hundredth place, resulting in the official cumulative grade-point average.
8. Academic work at foreign colleges, universities or preparatory schools shall be excluded from the calculation. In such cases, the grade-point average and credit shall be evaluated and computed as determined by the graduate or professional school to which the student is applying.