

**Policy 911 Grading**

**Policy Number: 911**

**Effective Date: 6/30/17**

**Revised Date: 11/09/2020**

**Scope**

This Policy on Grading applies to faculty, staff, and predoctoral researchers ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("School").

**Purpose**

The purpose of this Policy is to establish guidelines for the grading process for the academic programs.

**Policy**

The School uses the following grading scale:

P: Passing  
Equivalent to a grade of 70% or above.

F: Failing  
Equivalent to a grade of less than 70%.

I: Incomplete

WP: Withdraw Pass

WF: Withdraw Fail

An instructor may assign the grade of I (incomplete) to predoctoral researchers who have been unable to complete the work of the course because of illness or serious reasons beyond their control. An incomplete grade is appropriate only when enough work in the course has been completed for predoctoral researchers to finish the remaining work without re-enrolling in the course or attending additional classes. The work must be completed within one calendar year or the incomplete grade will automatically lapse to an F. Predoctoral researchers should not re-enroll in a class for which they earned an incomplete. Predoctoral researchers may not earn a degree or graduate with an incomplete on their transcript.

An instructor may assign the grade of WP (withdraw pass) to predoctoral researchers who are withdrawing from the course and have successfully completed enough work in the course for the instructor to determine a passing grade as of the withdraw date.

An instructor may assign the grade of WF (withdraw fail) to predoctoral researchers who are withdrawing from the course and are failing as of the withdraw date.

Two failing grades in the graduate program is grounds for dismissal. Prior to receiving a failing grade, the predoctoral researcher will be notified by the instructor and/or Dean for Academic Affairs that they are in jeopardy of not passing. During this conference the predoctoral researcher will be counseled as to what they need to do in order to successfully complete the course. The

instructor and/or Dean for Academic Affairs will schedule a follow-up meeting in order to evaluate progress. Every reasonable effort will be made to assist the predoctoral researchers in their success.

This Policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This Policy was reviewed and amended by the GSSIMR Board of Directors on November 09, 2020.

This Policy was reviewed by the GSSIMR Board of Directors on September 20, 2023.

This Policy will be reviewed by the GSSIMR Board of Directors in 2026.