

Policy 911 Grading

Policy Number: 911

Effective Date: 6/30/17

Revised Date: 11/09/2020; 06/12/2024; 07/31/2025

Scope

This Policy on Grading applies to faculty, staff, and students ("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

CP: Conditional Pass (Module Courses)

WP: Withdraw Pass

WF: Withdraw Fail

For a module course, an instructor may assign the grade of CP (conditional pass) when the student averaged a 2 or higher on the scoring of learning objectives and met or exceeded all course criteria, but missed some course content or did not turn in assignments. On the module course report, faculty must explain what needs to be completed in order for the grade to be changed to Pass; this could include repeating the course the next time it is offered.

An instructor may assign the grade of I (incomplete) to students 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 students 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. Students should not re-enroll in a class for which they earned an incomplete. Students may not earn a degree or graduate with an incomplete on their transcript.

An instructor may assign the grade of WP (withdraw pass) to students 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 students 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 student will be notified by the instructor and/or Dean for Academic Affairs that they are in jeopardy of not passing. During this conference the student 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 students 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 was reviewed and approved by the Faculty Governing Council on May 17, 2024.

This Policy was reviewed and amended by the GSSIMR Board of Directors on September 18, 2025.

This policy will be reviewed again by the GSSIMR Board according to the annual policy review schedule.