

Grading and Point System

The definitions of grades and the grade point system at Brite Divinity School are as follows:

A+	4.00
A	4.00 Excellent
A-	3.70
B+	3.30
B	3.00 Good
B-	2.70
C+	2.30
C	2.00 Marginal
C-	1.70
D+	1.30
D	1.00 Poor
D-	0.70
F	0.00 Failure
I	Incomplete
P	Pass
NC	No credit
Q	Dropped with Dean's permission
AU	Audit

Pass/No Credit

Brite students may not elect the Pass/No Credit grading option. Certain courses may be designated by Brite faculty and administration as Pass/No Credit. These include PRTN 65013 Supervised Ministry I, PRTN 65023 Supervised Ministry II, SPIR 70023/80023 Spiritual Resources and Disciplines, PTPC 75053 Clinical Pastoral Education, and WRSP 70230 Choir. Pass/No Credit courses are disregarded in the calculation of the student's GPA.

Grade Reports

The Registrar's Office requires faculty to report grades on-line using the internet (MY.TCU.EDU). Final grades are reported no later than 48 hours after the final exam; the office also places final grade reports on my.tcu.edu. In reporting grades directly to students, faculty members are to keep grade information confidential. If graded material is left for students to pick up in the absence of the instructor, it must be placed in sealed envelopes or returned by some other method that preserves confidentiality. Normally, faculty should always complete all grade evaluations before this time period expires. The "I" should never be reported when students have finished all required work.

The Registrar's Office also provides online report forms for faculty to record mid-semester unsatisfactory progress for any student. Directions accompany the form. The faculty member will also want to inform the student of such unsatisfactory progress.

Incompletes

The grade of "I" (Incomplete) may be granted by faculty members and the Associate Dean only in cases of truly exceptional circumstances beyond the control of the student that prevent the completion of course work by the end of the semester. A student may request the grade of "I" from the course instructor by obtaining a form from the Office of the Associate Dean for Academic Affairs. The student will complete the form listing reasons for the "I" grade request, secure the approval signature of the instructor and submit the approved form to the Office of the Associate Dean for his/her signature. The official time limit for completing work for the course, and thereby changing the "I" to a final grade, is within sixty calendar days

of the completion of the course (last day of final exams). This means that the work must be submitted to the course instructor well in advance of this date to allow for course evaluation and processing of the grade change. To remove an "I" from a student's transcript, the instructor must access the Faculty Center and post the replacement grade. The system will forward the grade change to the Associate Dean for Academic Affairs for online approval. Upon that approval, the grade will automatically be changed on the student's transcript. Failure to remove the "I" within 60 days of the completion of the course (last day of final exams) will result in a grade of "F" to be recorded on the student's transcript. Any extension of the official time limit (the "official time limit" refers to the date by which the student is to have submitted the course work) must also be for truly exceptional circumstances beyond the control of the student and is by student request to the instructor combined with the completion of a form provided by the Office of the Associate Dean for Academic Affairs. No extension shall be granted beyond the end of the semester in which the grade is to be removed. Further, the "I" is never to be used in the event a student simply does not complete expected work on time (without prior arrangement due to the conditions described in point 2 of the Incomplete form). At the end of a semester, missed work should be given no credit. There can be no extension of time granted the student to complete missed work.

Repeating a Course

If a course taken at Brite Divinity School is repeated at Brite, the official grade is the last letter grade received. All grades for any one course, if taken more than once, at Brite Divinity School will be listed on the transcript and will be counted for the purpose of computing a GPA. However, only three hours credit will be extended toward degree completion, no matter how many times the course is taken. Only grades earned at TCU and Brite Divinity School may be used in GPA calculations. Financial aid restrictions may apply to Brite Divinity School students repeating courses.

Grade Appeals

Faculty members are expected to provide information at the start of each semester on how the final grade will be determined. Questions about an assigned grade should be directed to the instructor of the class. Should a question arise, it is usually best to make an appointment for an office visit.

If you feel that your concerns have not been addressed, you can speak with the Associate Dean or the Dean, in that order.

Grade Appeals Procedure

Students who wish to appeal a grade or the result of a critical component of a degree requirement (e.g., qualifying exam, oral exam, juried exhibition, thesis, dissertation etc.) must adhere to the following procedures. In the event a student questions the appropriateness of a grade or component of a degree requirement the student must first discuss the matter with the faculty member(s). These discussions between the faculty member and the student should occur as early as possible after the grade is assigned or result given. In the event that the faculty member(s) agree(s) to a change, the normal process for changing a grade or reporting a result shall be followed. If the student wishes to appeal the decision of the faculty after these discussions, the student must follow the formal grade appeal process outlined below. This appeal process must start within thirty calendar days following the conclusion of the term in which the grade or result was given. Normally, appeals may be made based upon a decision of a faculty member that varies with the syllabus descriptions, or a weight attached to a particular assignment that is different than that described in the syllabus, or a mistake in calculation as described in the syllabus. Grade appeals outside these categories must provide a preponderance of evidence that unprofessional behavior or prejudice on the part of the faculty member(s) has affected the grade or result assigned by a faculty member.

1. Appeal to the Associate Dean

If a student has discussed an assigned grade or result with the faculty member(s) as outlined above and is not satisfied with the outcome, the student may appeal the faculty member's decision in writing to the Associate Dean (see exceptions in next paragraph). Exceptions to deadlines set forth herein for students in unusual circumstances (for example, studying abroad) may be granted in writing by the Dean. The Associate Dean will become familiar with the facts of the case by communicating with the student and the faculty member(s). The parties have the right to meet with the Associate Dean without the other party present. The faculty member will respond in writing to the Associate Dean concerning the student's appeal. The Associate Dean may either accept or deny the student's appeal. The Associate Dean will normally notify the student and faculty member(s) of the decision in writing within ten academic days. In the event the Associate Dean accepts the student's appeal, the Associate Dean will initiate the change of grade or result.

If the Associate Dean is involved in the appeal as the faculty member, the Dean will assume the Associate Dean's role in the appeal process.

2. Appeal to the Dean

The Associate Dean's position may be appealed in writing by the student or faculty member(s) to the Dean within ten academic days of the Associate Dean's decision. The Dean will become familiar with the facts of the case by reading the prior appeal documents and by communicating with the student, faculty member(s), and the Associate Dean. The parties have the right to meet with the Dean without the other party or parties present. The Dean will normally notify the student, faculty member, and the Associate Dean of the decision in writing within ten academic days. In the event the Dean upholds the student's appeal, the change of grade or result shall be initiated by the Associate Dean.

3. Appeal to the President

The Dean's decision on the matter may be appealed in writing by the student or faculty member(s) to the President within ten academic days of the Dean's decision. The President will normally notify the student, faculty member, the Associate Dean, and the Dean of the decision in writing within ten academic days. In the event the President upholds the student's appeal, the change of grade or result shall be initiated by the Associate Dean. The decision of the President is final.