Academic Policies
**Academic Warning**

Students will be placed on academic warning if they have attempted (i.e., received a grade) at least nine semester hours but fewer than 18 total semester hours at any accredited institution and their cumulative TCU GPA falls below 2.00. Academic warning will not become a part of the official transcript. Students will be placed on academic warning only once during their matriculation at TCU.

**Academic Probation**

Students who fail to achieve:

- A 2.00 cumulative TCU GPA in any semester of attendance following academic warning will be placed on academic probation, or,
- A 2.00 cumulative TCU GPA in any semester of attendance will be placed on academic probation if they have attempted 18 or more cumulative semester hours at any accredited institution.

Academic probation will become part of their official transcript.

**Academic Suspension**

Students who have been placed on academic probation at any time during their matriculation at TCU will be subject to academic suspension if they fail to maintain a 2.00 cumulative GPA at TCU in any subsequent semester of attendance.

Students who are subject to academic suspension will have their academic progress reviewed by their academic dean and will be notified in writing as to the academic suspension decision and any special conditions for re-enrollment. A student's suspension may be for a single semester or for a full calendar year and may or may not include summer terms, at the discretion of the dean of the student's major. A second suspension will be for a minimum of a full calendar year.

Following suspension the student must apply for re-enrollment to the University. Re-enrollment requires the approval of the academic dean of the student's intended major. Credit earned from another college or university during a period of academic-related suspension may not be transferred to TCU. A student re-enrolled in the University following a period of suspension is automatically on probation.

Academic suspension will become part of their official transcript.

**Academic Dismissal**

Students who have been placed on academic warning or probation at any time during their matriculation at TCU will be subject to academic dismissal if they fail to maintain a 2.00 cumulative GPA at TCU in any subsequent semester of attendance.

Students who are subject to academic dismissal will have their academic progress reviewed by their academic dean and will be notified in writing as to the academic dismissal decision and any special conditions for re-enrollment. A student's dismissal may be for a single semester or for a full calendar year and may or may not include summer terms, at the discretion of the dean of the student's major.
Following dismissal the student must apply for re-enrollment to the University. Re-enrollment requires the approval of the academic dean of the student's intended major. Credit earned from another college or university during a period of academic-related suspension may be transferred to TCU. A student re-enrolled in the University following a period of dismissal is automatically on probation.

Academic dismissal will become part of their official transcript.

**Grading**

The faculty definition of grades, and the point system designed to indicate quality of work, is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
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<tr>
<td>B</td>
<td>3.00</td>
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<tr>
<td>B-</td>
<td>2.67</td>
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<td>C+</td>
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<td>C</td>
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<td>D+</td>
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<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

P – Passed the course  NC – No credit awarded for the course

In all cases where academic policy requires a grade of "C" or better, a "C-" does not meet that criteria. The same applies for "B" and "B-.

**Non-Grade Designators**

I – Designates course has not been completed and a final grade has not been assigned. (The "I" must be removed within the first 60 days of the long semester immediately following, or it is changed to an "F." Any extension must have written approval of the instructor and dean. This policy does not apply to senior Honors research papers, graduate thesis or dissertation hours. The student must secure the permit from the Office of the Registrar and take it to the instructor before offering work of any kind toward making up the "I" grade.)

Q – Removed from the course by an academic dean.

AU – Officially audited
Grade of Incomplete

An “I” grade designates that the student has not completed the course and the instructor has not assigned a final grade.

Removal of “I” Grade

- The “I” must be changed to the final grade no later than the sixtieth day of the next long semester. If it is not changed within this time frame, the “I” will become an “F.”
- "I" grades assigned for the spring semester must be changed to the final grade no later than the sixtieth day of the subsequent fall semester.
- Actual deadlines are posted on the Academic Calendar, which is available on the Registrar's Office home page (http://www.reg.tcu.edu/).

To remove an incomplete:

1. A student requests a "Removal of I Form" from the Registrar's Office, room 1006 of Sadler Hall.
2. The student takes the "Removal of I Form" to the course instructor.
3. After completing the form, the instructor sends it to the Registrar's Office via intercampus mail. If preferred, the instructor may give the form to the student to hand carry to the Registrar's Office.
4. The Registrar’s Office usually posts the final grade within 24 hours of receipt of paper work. When posting the final grade, the Registrar’s Office recalculates the student’s semester and cumulative grade point averages (GPAs).

Withdrawal

Mere absence from a class does not constitute withdrawal. To withdraw from a course, a student must follow official established procedure. Students may withdraw from classes with no academic penalty through 70 percent of class days. The last day to declare P/NC will be the day following the last day to withdraw. (Exam days are considered class days. The last day to withdraw will be the last whole day not to exceed 70 percent.) No withdrawals are allowed after this date during the fall and spring semesters or a comparable period during a shorter term.

Any student experiencing unusual hardship may seek special consideration through a written petition to the dean of the college in which he or she is enrolled. Petitions should, where possible, be documented with supporting statements from a doctor, counselor or family member. Doing unsatisfactory work in a course is not sufficient reason for special consideration. If, in the opinion of the dean, the request is justified, a grade of "Q" (dropped by the dean’s permission) may be assigned by the dean after consultation with the instructor of the course, the chair of the department and the dean of the school/college in which the course is offered. Any dean assigning a "Q" will notify the Office of the Registrar.
Repeating a Course

Repeating a Course at TCU

If a course taken at TCU is repeated at TCU, the official grade is the last letter grade made, although all grades appear on the transcript. Only the last letter grade earned in the repeated course will be used in computing the GPA.

The student is responsible for notifying the Office of the Registrar when a course is repeated.

Repeating a Course at Another Institution

If a course is taken at TCU and then repeated at another institution, or if a course is taken at another institution and then repeated at TCU, only the grade earned at TCU is used to compute the student's GPA. Credit for any given course, regardless of where it was taken, may be counted only once.

The student is responsible for notifying the Office of the Registrar when a course is repeated.

Transfer Credit

Students transferring to TCU must present a record of all transfer work for evaluation to the Office of Admission for approval by the appropriate academic dean prior to their enrollment in the University. Transfer coursework not presented prior to enrollment may not be counted toward a degree.

After enrolling at TCU:

1. All students must receive prior written approval of the appropriate academic dean if they wish to take courses at another institution and have those courses count toward a degree at TCU. Coursework taken without prior written approval may not be applied to a degree.
2. Once a student is enrolled at TCU, no more than 12 total semester hours, except those earned in an approved study abroad program, may be transferred from other schools.
3. No credit may be transferred from a community college once 54 cumulative semester hours have been earned.

Transcripts of coursework taken elsewhere must reach the Office of the Registrar within 30 days of completion of the coursework.

Transfer credit is identified on the academic record as the total number of credit hours accepted from each institution attended and is added to the total number of cumulative earned hours. Transfer credit hours may satisfy degree requirements but are not used in the calculation of the cumulative GPA.
Electing Pass/No Credit (P/NC)

Undergraduate students may elect a Pass/No-Credit (P/NC) grading option. They may do so by indicating their choice in writing to the Office of the Registrar or online using the student records course edit in my.tcu.edu no later than the date listed in the academic calendar for electing the P/NC grading option.

Courses taken on a P/NC basis are graded "P" (pass) and "NC" (no credit). These P/NC courses are not counted in computing the student's GPA and cannot replace a prior grade in the gpa. A "P" course, however, will carry credit hours and be used toward a student's total hours required for graduation. A "P" indicates achievement equivalent to a "C-" or better. Achievement equivalent to a "D+" or below results in the grade of "NC." Students earn no credit hours in courses in which the grade of "NC" is received. After the last day to elect a Pass/No Credit grading option, this decision is irrevocable.

Students may take up to two courses (eight hours maximum) on a P/NC basis. No course applied to the student's major, minor or associated requirements may be taken on the P/NC basis.

Students in the M.J. Neeley School of Business may not take any course in the lower-division business sequence or in the upper-division business core on the P/NC basis. Students in the College of Education may not take any education course required for teacher certification or in the student's teaching content area on the P/NC basis. The P/NC option is not allowed in any English as a foreign language courses offered by the English Language Center.

Courses offered only with the P/NC grade will not be counted toward this limit on the number of P/NC hours.