


<b>Name of Policy:</b> <b>Grades, quality points and grading</b> <b>Policy Number:</b> 3364-71-11 <b>Approving Officer:</b> President <b>Responsible Agent:</b> Provost and Executive Vice President for Academic Affairs <b>Scope:</b> All University of Toledo undergraduate students		 <b>Effective date:</b> December 11, 2023 <b>Original effective date:</b> May 1, 2011	
<b>Keywords:</b>			
	New policy		Minor/technical revision of existing policy
X	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Grades. This policy recognizes the use of grades as a measure of academic standing. A grade will be awarded for a course at the end of each term by the instructor of record to indicate a student’s academic achievement in a credit-bearing course. The university uses a variety of grading systems appropriate to the pedagogy of the course. A college may establish limitations on the number of courses a student may take with a non-letter grade. All grades are due at the end of each term. All grades, including non-letter grades and grades associated with non-satisfactory course completion, such as W and NC, are transcribed and remain as part of the official record.

Grades are considered to be official at the time of submission to the registrar’s office at the end of each term. Official grades can only be changed in accord with established policies and procedures. Grade appeals and evidence of grading errors are governed by policy 3364-71-05 academic grievance policy, and as such any materials used to calculate grades should be maintained and available for review until the last day of the semester following the one in which the alleged grievance occurred (exceptions should be made for spring and summer semesters).

Students may elect to earn a grade other than a letter grade in undergraduate courses when this option is made available.

Non-letter grades are awarded as follows:

- (1) No grade (NR): NR is used until a final grade is available. (This is for registrar use only, when faculty members do not assign a grade.)
- (2) Audit (AU): Audit means a student is enrolled in credit-bearing courses but elects not to receive credit. A grade of AU has no effect on the student's grade point average.
- (3) Pass/no credit (PS or NC): Students may elect to enroll in certain undergraduate courses for pass/no credit rather than an A-F grade. The PS or NC grade has no effect on the student's grade point average.
- (4) Incomplete (IN): The grade of incomplete is assigned only in extraordinary cases when unexpected conditions prevent the student from completing the requirements of the course within the term of enrollment. The IN has no effect on the student's grade point average.
- (5) Progress in review (PRS or PRU): The progress-in-review grade is intended for undergraduate research courses and for special projects at the undergraduate levels, such as honors thesis, study abroad, etc., that may not be completed at the end of a particular grading period. The progress-in-review grade has no effect on the student's grade point average.

Quality Points. Quality points are the numerical values assigned to each letter grade.

Quality points are used to compute the student's cumulative grade point average by dividing the total number of quality hours into the total number of quality points earned, including F grades for all repeated courses that have not been approved for deletion on the basis of petition by the student.

The relationship between grades and quality points is as follows:

Grades and quality points

Grade	Standard	Quality points for each semester hour
A	Achievement of outstanding quality	4.00
A-	Achievement of slightly less than outstanding quality	3.67
B+	Achievement of slight better than high quality	3.33
B	Achievement of high quality	3.00
B-	Achievement of slightly less than high quality	2.67
C+	Work of slightly better than average quality	2.33
C	Work of average quality	2.00
C-	Work of slightly less than average quality	1.67
D+	Work well below average quality	1.33
D	Poor but passing	1.00
D-	Barely above failing	0.67
PS	Pass (selected courses only); equivalent of A, A-, B+, B, B-, C+ or C	*
F	Failure	0.00
IN	Incomplete	*
PRS/PRU	Progress in review	*
W	Withdrawal	*
NC	No credit (selected course only); equivalent of a C-, D+, D, D- or F	*

\* No effect on grade point average

(B) Purpose of policy

To identify the grades used at the University, to establish how grades are awarded and to assign quality points to these grades.

(C) Scope

This policy applies to all undergraduate students. Each college may publish detailed implementation strategies specific to that college.

## (D) Procedure

See 3364-71-11.1 Grades, quality points and grading procedure.

<p><b>Approved by:</b></p> <p><i>/s/</i></p> <hr/> <p>Gregory Postel, MD President</p> <p><b>Date:</b> December 11, 2023</p> <p><b>Review/revision completed by:</b></p> <ul style="list-style-type: none"> <li>• <i>Provost and Executive Vice president for Academic Affairs</i></li> <li>• <i>Faculty Senate</i></li> <li>• <i>Senior Leadership Team</i></li> </ul>	<p><b>Policies superseded by this policy:</b></p> <ul style="list-style-type: none"> <li>• <i>None</i></li> </ul> <p><b>Original effective date:</b> <i>May 1, 2011</i></p> <p><b>Review/revision date:</b> <i>December 2018</i> <i>January 2, 2019</i> <i>June 27, 2022</i> <i>December 11, 2023</i></p> <p><b>Next review date:</b> <i>December 11, 2026</i></p> <p><i>Policy originally published in 2006-2008 Undergraduate Catalogue and transferred to the University of Toledo policy website</i></p>
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