

**Undergraduate Guidelines for the University of Toledo**  
**College of Business and Innovation**  
**Pass/No Credit Grade Option for Spring 2020**

The Office of the Provost, in a communication to students, outlined a special pass/no credit grade option that is available only during Spring 2020. Please review the information in the following link posted on the Registrar's webpage and all FAQs: [https://www.utoledo.edu/offices/registrar/student\\_records/special-grades.html](https://www.utoledo.edu/offices/registrar/student_records/special-grades.html)

The following information provides guidance for UToledo students in the College of Business as it relates to this policy.

- The College of Business (COBI) has waived its standard policy for this term (Spring 2020) only to allow COBI students to opt to take business courses on the pass/no credit basis through the PC/PE/NE option.
- Courses taken on the new pass/no credit option during this term, Spring 2020, will not count against the College of Business (COBI) limits for taking courses on the pass/no credit basis.
- Courses completed in Part of term 8 (January – March) are not included in this option because they were completed prior to any changes. Grades will stand as originally entered.
- The College of Business will use the standard scale listed in the link above to convert grades after they have been posted in May.

**PC (Pass)** - letter grade of a C and above, credit earned, GPA not affected

**PE (Pass)** - letter grade of a C-, D+, D or D- , credit earned GPA not affected

**NE (No Credit)** –letter grade of F , No credit is earned, GPA not affected

**IE (Incomplete)** - Unique incomplete code only used for the spring 2020 term. Course to be completed by the end of Fall 2020.

- No degree requirements will be waived, but a grade of PC will meet the requirements where a grade of “C” or higher is required, likewise a grade of PE will meet the requirements where a grade of “D-” or higher is required
  - Examples of courses that need a grade of “C or higher” or “PC” include COBI major and minor courses, MBA prerequisite courses, BUAD 2030
- There are many instances where students will want to keep the actual grade to meet GPA requirements rather than taking the PC/PE/NE option. Some of those include:
  - What is the effect on your subset GPA to meet the 2.2 required for graduation? You may want or need a grade of A or B to raise your subset to meet the requirement.

- Do you need to raise your GPA if you are trying to qualify for the upper division, graduate school or want to graduate with cum laude honors (3.3, 3.6, 3.9)?
- If you plan to apply for the Accounting major, you may need to take your BUAD 2040 or 2050 for a grade to ensure you meet the required 2.75 GPA in addition to earning a grade of “C or higher” or “PC”
- Will you have enough “earned” credit hours for the semester/year as it pertains to scholarships and financial aid
- Athletes will need to discuss the grading option and athletic eligibility with their athletic advisor

1. Please wait until the final letter grade has been posted for the course before petitioning for this special pass/no credit grade option, as that grade may affect your decision.
2. Complete the form and submit to COBI Student Services, 3130 Savage Business Complex (provided we are back on campus) or to [COBIadvising@utoledo.edu](mailto:COBIadvising@utoledo.edu) by May 22, 2020. Our office will review each form submitted on a case-by-case basis and at that time, the advisor will help you determine if this special grading option is ideal for your situation.
3. The COBI Student Services staff will then forward the PC/PE/NE request to the faculty member for processing.