

**Faculty Senate
Academic Regulations Committee Report
September 24, 2024**

The Academic Regulations Committee has reviewed the proposed changes to the attached policies and procedures documents.

The committee recommends acceptance of five of the documents, as presented:


- **Course Scheduling Policy**
- **Repeating a Course Policy**
- **Repeating a Course Procedure**
- **Grading Policy**
- **Grading Procedure**

The committee recommends changes to three of the documents. The proposed wording changes are highlighted in yellow, and can be found in the following documents:

- **Academic Dishonesty Policy**
 - Clarifying that improper AI usage constitutes academic dishonesty.
 - Changing ChatGPT to a more general term.
- **Academic Dishonesty Procedures**
 - Stated the current practice of appealing to the chair, then the dean, before going to an academic grievance.
- **Course Scheduling Procedures**
 - Suggest an exception for clinical and professional programs requiring labs.
 - Concern Raised: In Section E (Low Enrolled Sections), the thresholds for low enrollment lack systematic and justified rationale, especially for graduate courses. I am against setting arbitrary numbers here and would challenge the original numbers in the document. I suggest removing these thresholds until the Provost's Office provides data-backed reasoning to support them.

Respectfully submitted

Dan Compura
Chair

Name of Policy: Repeating a course and recalculation of GPA			
Policy Number: 3364-71-07		Effective date: August 2024	
Approving Officer: President		Original effective date: May 1, 2011	
Responsible Agent: Provost and Executive Vice President, Academic Affairs			
Scope: University of Toledo undergraduate students			
Keywords:			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

The University recognizes a course may need to be repeated. Students may retake a course. Students who retake a course and earn a higher grade may petition to have the first grade excluded from their grade point average computation. A copy of the approved petition will become part of the student's permanent record file.

Credit for any repeated course will apply only once toward degree requirements. Grades for all attempts at the course will appear on the student's official academic transcript regardless of whether the grade has been excluded from the GPA. It is the student's responsibility to petition to have the grade excluded from the GPA. Otherwise, the grade will be included in the calculation of the GPA.

~~A student may petition to have a grade excluded from GPA computation under the following conditions:~~

- ~~(1) The repeated course must be completed prior to the granting of the first bachelor's degree, and the grade deletion petition must be submitted no later than one semester after graduation.~~
- ~~(2) Before petitioning, a student must have retaken the same course (or the renumbered substitute for that course) in the same department at the university and earned a higher~~

Commented [PA1]: This entire section has been put in the accompanying procedure document.

~~grade in the course retaken.~~

~~(3) No more than a total of 18 semester hours of course work may be removed from the GPA calculation. A college may adopt a more stringent requirement for entrance into a particular program within that college.~~

~~(4) This policy applies only to the first recorded grade in a course that a student has repeated.~~

~~(5) Subject to the limitations described above, applications will be approved unless the instructor attests that the original grade was given for academic dishonesty.~~

~~a. Prior to fall semester 2006, student must have earned a C- or lower in the original course and a C (2.0) or higher in the repeated course.~~

~~b. This policy will apply to all students admitted fall 1997 or later.~~

~~c. It does not apply to graduate and post-baccalaureate professional studies.~~

(B) Purpose of policy

This policy outlines when a student can repeat a course and the conditions governing the recalculation of the cumulative grade point average.

(C) Scope

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

(D) Procedure

See Repeating a course and recalculation of GPA procedure 3364-71-07.1 ~~The petition for the recalculation of GPA (grade deletion) is available from the registrar's office. If the petition is approved, the registrar's office will amend the student's official transcript with a notation.~~

Procedure: [Repeating a course and calculating GPA procedure](#)



Procedure Number: 3364-71-07.1

Effective date:

Responsible Department: Academic Affairs

Original effective date:


Scope: All University of Toledo undergraduate students admitted fall of 1997 or later.

May 1, 2011

Procedure.

- (1) The petition for the recalculation of GPA (grade deletion) is available from the registrar's office. ~~The petition must have all authorizing signatures prior to its submission.~~
- (2) A student may petition to have a grade excluded from GPA computation under the following conditions:
 - a. The repeated course must be completed prior to the granting of the first bachelor's degree, and the grade deletion petition must be submitted no later than one semester after graduation.
 - b. A student must have retaken the same course (or the renumbered substitute for that course) in the same department at the university and earned a higher grade in the course retaken.
 - c. No more than a total of 18 semester hours of course work may be removed from the GPA calculation. ~~A college may adopt a more stringent requirement for entrance into a particular program within that college.~~
 - d. This procedure applies only to the first recorded grade in a course that a student has repeated.
 - e. Student must have earned a "C-" or lower in the original course and a "C" (2.0) or higher in the repeated course prior to fall semester 2006.
- (3) Subject to the provisions above, petitions will be approved, unless the original grade was given for academic dishonesty (policy 3364-71-04).
- (4) If the petition is approved, the registrar's office will recalculate the GPA and amend the student's official transcript with a notation.

Review/revision completed by: <ul style="list-style-type: none">• <i>Provost and Executive Vice President for Academic Affairs</i>• <i>Faculty Senate</i>• <i>Senior Leadership Team</i>	Initial effective date: May 1, 2011 Review/revision date: August 2024 Next review date:
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Name of Policy: Grades, quality points and grading Policy Number: 3364-71-11 Approving Officer: President Responsible Agent: Provost and Executive Vice President for Academic Affairs Scope: All University of Toledo undergraduate students		 Effective date: December 11, 2023 Original effective date: May 1, 2011	
Keywords:			
	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 and are-

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+, C-, C-, D+, D, or D-	*
F	Failure	0.00
IN	Incomplete	*
PRS/PRU	Progress in review	*
W	Withdrawal	*
NC	No credit (selected course only); equivalent of an 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>Approved by:</p> <p>/s/</p> <hr/> <p>Gregory Postel, MD Matt Schroder, MBA President</p> <p>Date: December 11, 2023 August 2024</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none">• <i>Provost and Executive Vice president for Academic Affairs</i>• <i>Faculty Senate</i>• <i>Senior Leadership Team</i>	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none">• <i>None</i> <p>Original effective date: <i>May 1, 2011</i></p> <p>Review/revision date: <i>December 2018</i> <i>January 2, 2019</i> <i>June 27, 2022</i> <i>December 11, 2023</i> August 2024</p> <p>Next review date: December 11, 2026 August 2024</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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Procedure: Grades, quality points and grading procedure Procedure Number: 3364-71-11.1 Responsible Department: Academic Affairs Scope: All University of Toledo undergraduate students	 Effective date: Original effective date: May 1, 2011
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Procedure.

- A. All grades for credit bearing courses, letter and non-letter, are due at the end of each term as established and published by the Registrar's office. Once a grade for a credit bearing course is submitted to the Registrar's office, it is considered official. A grade is not given to a student who audits a course.

Any institutional grading policy and/or procedures developed within a college, school, and/or department, must be approved by the Executive Vice President for Academic Affairs.

A grading system for a credit bearing course is part of the established curriculum process and any change to a grading system for a course requires resubmission through established curriculum approval processes.

[All course syllabi should provide the policies of the course instructor regarding the assignment of course grades.](#)

The University Registrar is responsible for maintaining the grades and quality points for each individual student as part of the student's academic record. Requests for student's grades are governed by FERPA (policy, 3364-71-15).

1. Graded materials

- (a) All written materials submitted by the student in the course should be graded and made available to the student for inspection within a reasonable amount of time following their submission.
- (b) To protect the faculty member and the student, tests, papers, and other evaluated or collected materials used to determine the final grade, but have not been returned to the student, need to be available for review by the student and other persons (i.e., the departmental chair, the college dean or designee, members of the student grievance council, etc.), as they may be relevant to grievance procedures. These materials are to remain available until the last day of classes following the semester in which the course was completed.
- (c) ~~Since student-Student~~ evaluation includes the process by which individual assignments are graded and the final course grade is determined. a final grade is determined, as well as the grades assigned to individual projects, a As such, a procedure similar to the one that applies to written materials submitted by the student should apply to calculations that enter into the determination of a final grade. ~~Presumably~~ the grade book, or its equivalent, is a permanent record kept by the faculty member and filed in the departmental office when the faculty member leaves the university. This permanent record, ~~however, does not necessarily make clear the nature of the process by which the final grade is determined. It is therefore necessary for~~ must include an explanation on the process used for grading individual assignments and calculating the final grade, —should the grading process by which a grade was assigned be the subject of a grievance.

2. Student requests to audit a course or take a course pass/no credit

- (a) Students must submit a request to audit a course before the end of the fifteenth calendar day of the term, prorated for

any ~~intercessions~~, summer and other courses not meeting the full semester.

- (b) Students must complete a petition to take a class pass/no credit, obtain the approval of their college, and submit to the Registrar or designee before the published deadline for the term or part of term. ~~This deadline will align with the withdrawal deadline for the term or part of term.~~
- 3. Grades of ~~C-D~~ or better will be awarded as "PS", and ~~a grades of C-, D+, D, D- and F~~ will be awarded as "NC" or no credit. The grades of PS and NC do not affect the grade point average. Students should consult their college and the Office of Financial Aid regarding any limitations or consequences that may exist for this option. Once a grade has been recorded as pass/no credit, it cannot be converted back into a letter grade. No more than twelve credit hours can be taken pass/no credit for a bachelor degree; no more than six credit hours can be taken pass/no credit for an associate degree; and no more than three credit hours can be taken pass/no credit for a certificate.
- 4. Incompletes, Academic Dishonesty and Progress in Review Grades
 - (a) Incomplete. The student is expected to complete the required work before the end of the following semester in which the IN grade is assigned (excluding summer ~~and intersession~~).
 - (b) Extensions. The student may initiate a request to extend the IN grade to the succeeding semester (excluding summers) during the semester following the assignment of the IN grade (excluding summer and intersession). That request shall be granted upon approval of the instructor of record. A second request of another one-semester extension of the IN grade (excluding summer and intersession) can be made. The second extension of the IN grade shall be granted upon approval of the instructor of record and an associate dean of the college offering the course. A student will not be granted more than two

extensions, meaning an IN grade shall not exceed two succeeding semesters (excluding summer). ~~and intersession).~~

- (c) Default Grade. The instructor of record must also specify a default grade which the IN grade will convert at the time the IN is granted if the student does not complete the required work within the above specified time limits. The default grade may be based on a percentage of required course work the student has successfully completed by the date the IN grade is assigned. Valid default grades are limited to the grading system for the course.
- (d) Grades earned due to academic dishonesty will be reported to the registrar's office and recorded on the student's record. The recording of academic dishonesty will be for administrative purposes only. Notations of academic dishonesty will not appear on the student's transcript.
- (e) Absence of a specified default grade. The Registrar's office shall interpret the absence of a specified default grade to mean that the instructor of record has assigned the grade of F as the default grade.
- ~~(e)(f)~~ Incomplete grades will be converted to their default grades if a grade change is not submitted by the posted deadline. Once converted to a default grade, it cannot be changed back to an IN. A grade change must be submitted once a final grade is determined.
- ~~(f)(g)~~ Grade Deletion GPA recalculation. Once an IN grade has converted to the default grade, the student may choose to re-register and re-take the course consistent with the university policy on grade deletion. grade deletion GPA recalculation
- ~~Colleges, departments, programs, etc. shall not restrict or otherwise limit the rights of either the student or the instructor of record beyond that established by this policy.~~
- ~~(f)(h)~~ (h) Progress in Review. For continuing undergraduate research projects and for special projects at the undergraduate levels that may not be completed at the end of a particular grading period, the grade of PRS/PRU may be given to

denote work in progress. It will not be considered in computing the grade point average. The grade of PRS/PRU must be removed from the student's record before the student may graduate.

A PRS (progress satisfactory) will be assigned as an interim grade if the student is already passing the course. Otherwise, the student will receive a PRU (progress unsatisfactory). The student's final grade will depend on whether the student completes the work necessary to issue a grade. At the point of graduation, if the work is not completed and the final grade not resolved, the PRS converts to a PS (credits earned but no GPA effect), and the PRU converts to an F or NC grade depending on valid grades for the course.

5. To change either the grade of IN, ~~PR~~, PRS or PRU to a letter grade:

a. Incomplete. Upon the completion of all requirements for a credit bearing course, the instructor of record will change the grade from IN to the grade earned by submitting the new grade to the Registrar's office through established processes. If the student does not complete all requirements for a credit-bearing course, then the grade will change from IN to the default grade originally entered.

b. Progress in Review. Upon the completion of all requirements for a credit-bearing course, the instructor of record will change the grade from PRS/PRU to the grade earned by submitting the new grade to the Registrar's office through established processes.

At the point of graduation, if the student does not complete all requirements for a credit-bearing course, then the grade will change from PRS to a PS or from a PRU to an F or NC depending on the valid grade for the course.

c. Letter Grade Change. A letter grade to letter grade change must be forwarded to the college dean for their signature prior to being submitted to the Registrar's office through established procedures.

d. Colleges, departments, programs, etc. shall not restrict or otherwise limit the rights of either the student or the instructor of record beyond that established by this procedure.

Commented [MC1]: Same here

Commented [LJ2R1]: Same as above - please clarify - are you asking to get rid of PRS/PRU grade types? Progress grades altogether?

Commented [MC3R1]: Yes

Commented [MC4]: same here (BTW - PR no longer exists)

Commented [LJ5R4]: Agreed, PR should come out.

Commented [MC6]: Remove this if we get rid of PRS/PRU

Commented [LJ7R6]: If removed, agreed.

Commented [MC8]: What if the course is A-F? Do we still give PS for PRS? We give F for PRU in A-F course ...

Commented [LJ9R8]: Yes, if an unresolved PRS remained for an A-F course, it would be converted to a PS. This was implemented to help deal with students who left the university with PR's on their record, returned, but the original instructor was no longer here or the course was no longer offered. In order to graduate them without any unresolved grades on their record an NC grade was typically assigned in consultation with the college. The PRS/PRU allowed for the instructor to record positive or negative progress for an ongoing record and if unresolved, gave us a better indication of what to assign in those situations than simply an NC.

Commented [MC10R8]: Understood, but it is time to get rid of them altogether. In most cases they are used for thesis/dissertation/ind study, but either the student completed the expected work or didn't. And if the latter, the grade could be changed once work is completed. At worst an IN with grade roll could be used in these situations

Reviewed by:

Scott Molitor, PhD

Provost and Executive Vice Provost for

August 2024

Academic Affairs


Review/Revision Completed by:

Faculty, Staff

Initial effective date: May 1,2011

Review/Revision Date: August 2024

Next review date:

Name of Policy: Course Scheduling Policy Number: Approving Officer: President Responsible Agent: Provost & Executive Vice President for Academic Affairs Scope: All Academic Departments		 Effective date: Original effective date:	
Keywords: Course Scheduling, schedule			
X	New policy		Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

The Course Scheduling Policy provides guidance for academic departments and the Office of the Registrar to build a course schedule that supports students and ensure equitable availability of resources.

(B) Purpose of policy

The purpose of the policy is to optimize the distribution of course offerings to ensure students receive the necessary class schedule for timely degree completion and to optimize the use of existing classroom space.

(C) Scope

This policy applies to all academic departments and to the Office of the Registrar.

(D) Procedure

Please see attached procedure Course Scheduling **XXX**.

Approved by: <hr/> <p>Matthew J. Schroeder Interim President</p> Date: Review/revision completed by: <ul style="list-style-type: none">•	Policies superseded by this policy: <ul style="list-style-type: none">• <i>None</i> Original effective date: Review/revision date: Next review date:
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Procedure: Course Scheduling



Procedure Number:

Responsible Department: Office of the Registrar

Effective date:

Scope: All University Academic Departments

This procedure is authorized by the university's policy on course scheduling. This procedure outlines the guidelines for creating a standardized course schedule that supports student progress and allows for efficient classroom scheduling.

- (A) Standard Time Blocks
 - a. Sections that meet in general purpose classrooms must be scheduled using the standard time blocks provided by the Office of the Registrar.
 - b. Provost approval is required for sections that meet in general purpose classrooms and cannot utilize a standard time block.
 - c. Sections scheduled during a standard time block will be given priority during general purpose classroom scheduling. If a course is approved for a non-standard time block, a general purpose classroom will be assigned before registration begins, if availability permits.
- (B) Schedule Distribution
 - a. Departments will evenly distribute sections, by subject code, that meet in general purpose classrooms based on the following start times and meeting days:
 - i. Sections should not be scheduled to start before 8 am or after 8:35 pm without Provost approval.
 - ii. At least 5% of sections should be scheduled to start between 8 am and 9 am.
 - iii. No more than 50% of sections should be scheduled to start between 9:35 am and 3 pm.
 - iv. At least 15% of sections should have a Friday meeting day.

- b. One day per week classes in general purpose classrooms
 - i. Courses longer than one hour that are scheduled to meet one day per week must be scheduled on Fridays or must be scheduled to end before 10 am, or must begin after 3 pm.
 - ii. One hour courses can be scheduled between 10 am – 3 pm Monday through Thursday but must be paired with another one hour course offered at the same time as another one hour course offered on the corresponding meeting pattern day (ex: a one hour course meeting T 10-1055 must be paired with another one hour course meeting R 10-1055).
 - iii. Priority for room scheduling will be given to sections meeting more than one day a week.

*****Courses in professional programs and courses that include clinical/lab/simulation/experiential learning components are exempt from these restrictions due to the need to balance course times throughout the week to allow for the scheduling of other program requirements.***

(C) Modality

- a. All didactic courses must be assigned and adhere to a standard modality.
- b. On campus sections are scheduled with a day, time, building and room.
- c. Synchronous online (or remote) sections must be scheduled with a day and time. The building is OC and the room is REMOTE.
- d. Asynchronous online sections have no day or time. The building is OC and the room is DL ONLINE.
- e. Blended sections are scheduled with an on campus meeting pattern and a synchronous/asynchronous online meeting pattern.
- f. Instructors must deliver the course according to the assigned modality.
- g. Changes to modality must be approved by the Provost if any students are enrolled in the course.

(D) Section Capacity

- a. All sections scheduled are to have a capacity

- b. All didactic courses will be set to a minimum capacity of 24 for space allocation purposes; exceptions may be permitted based on Provost Office low-enrollment guidance document.
- c. Section capacities are to be set based on historical and predictive data, **such as past enrollment trends and student feedback**. The Office of the Registrar will review capacities and may make adjustments. Capacities may be decreased for on campus sections based on projected enrollment.
- d. During the capacity review departments and colleges will be consulted on requests to increase section capacities. The Provost has final authority to approve or deny such requests.
 - i. Independent study and other non-didactic course types will default to a capacity of 5 students unless otherwise specified by the department or college.
- e. All 1000-2000 undergraduate level sections are required to maintain a minimum waitlist capacity of 10 students.

(E) Low Enrolled Sections

- a. Didactic course sections are required to have a minimum enrollment each semester.
 - i. 1000-2000 level, lower division undergraduate courses: 24 total students
 - ii. 3000-4000 level, upper division undergraduate courses: 15 students
 - iii. 5000-6000 level, master's level graduate courses: 8 students
 - iv. 7000-8000 level, doctoral level graduate courses: 6 students
- b. Sections with low enrollment 2 weeks before the semester begins are to be cancelled or combined with other courses/sections.
- c. Exceptions include Laboratory and Studio Sections, independent study and other non-didactic course types.

(F) Section Offerings

- a. Course sections are to be scheduled based on data and student need.
- b. Sections cannot be scheduled unless there are students intending to register. This includes independent study and other non-didactic course types.

(G) Schedule Changes

- a. Deadline for making changes to the schedule is 2 weeks before the semester.
 - i. This does not include section additions, instructor changes or capacity increases.
- b. Changes are made through the Office of the Registrar using the Course Scheduling Request Form located under the employee tab in the MyUT portal. Course changes are only to be made by department schedulers, chairs, associate deans and deans.
- c. All schedule changes must be approved by the college (Deans or Chairs) once student registration begins.
- d. Changes to didactic course schedules or modality must be approved by the Provost if students are enrolled in the course.

(H) Room Usage

- a. The University operates using department controlled rooms and general purpose classrooms.
 - i. Department controlled – Maintained and scheduled by departments which consists of laboratories, classrooms, and conference rooms.
 - ii. General purpose – Maintained by Classroom Support Services and scheduled by the Office of the Registrar.
- b. Sections must have a capacity and be open for registration to be assigned a general purpose classroom.
- c. In the event of a scheduling conflict or when additional space is needed, the Office of the Registrar may schedule courses in department controlled classrooms. The Office of the Registrar will work with the department to schedule the space.
- d. Events may be scheduled in classrooms or department controlled classrooms after classrooms have been assigned to scheduled courses.
 - i. Academic course sections take classroom priority over events.
 - ii. Rooms will be made available for event scheduling once the academic course schedule is complete.

(I) Exam Scheduling

- a. Instructors of all on campus courses that hold a final exam must do so on the University's assigned exam date and time.
- b. The Fall and Spring semester exam schedule is posted on the Office of the Registrar's website. Courses are required to follow the exam schedule.
- c. Summer courses hold exams on the final day of the class.
- d. Exams are held in the same classroom as the course unless notified by the Office of the Registrar. If an alternative classroom is needed, reach out to the Office of the Registrar.
- e. Alternative activities must be provided on the final exam date for scheduled courses that do not require a final exam.

*****Courses in professional programs and courses that include clinical/lab/simulation/experiential learning components are exempt from these restrictions due to the need to balance course times throughout the week to allow for the scheduling of other program requirements.***

Reviewed by:

Initial effective date:

Interim Provost

Review/revision date:

Date

Next review date:

Review/Revision Completed by:

Procedure: [Academic dishonesty procedure](#)

Procedure Number: 3364-71-04.1

Responsible Department: Academic Affairs

Scope: All University of Toledo undergraduate students



Effective date:

Original effective date:
May 1, 2011

This procedure is authorized by the university's policy on Academic Dishonesty.

Procedure.

- (A) When a student is found to have been academically dishonest, the instructor may choose to counsel the student, or impose the following sanctions:
 - (1) The student may be assigned an F for the work in question.
 - (2) The student may be assigned an F for the course. In this case, the instructor should inform the dean and the student of this action. The dean will make certain that the student receives the F grade and is not permitted to withdraw from the course.
 - (3) The instructor must notify the registrar's office if the course is to be notated as ineligible for grade deletion, according to the repeating a course and calculating GPA policy, 3364-71-07.
 - (4) The student may be placed on probation or suspended for some definite period of time, dismissed, or expelled by the dean if either the seriousness of the offense or a record of repeated offenses warrants it.
 - (1) It is expected that the dean will consult with the instructor and the student in making such a judgment, and that the dean will notify the student of the sanction imposed and of the appeals procedure.
 - (2) In such cases, a notation that this sanction has been imposed will be made part of the student's permanent record.
 - (5) A student found to be academically dishonest may appeal the decision

to the faculty member's department chair and, subsequently, the college dean. A final appeal may be made according to the academic grievance policy, 3364-71-05.

(6) References:

- (1) Repeating a course and calculating GPA policy, 3364-71-07
- (2) Academic grievance policy, 3364-71-05

Reviewed by:

Name

Title


Date

Initial effective date:

Review/Revision Date:

Next review date:

Review/Revision Completed by:

Name of Policy: Academic dishonesty Policy Number: 3364-71-04 Approving Officer: President Responsible Agent: Provost & Executive Vice President for Academic Affairs Scope: All undergraduate and graduate students		 Effective date: Original effective date: May 1, 2011	
Keywords:			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

The university values responsible and ethical behavior in all academic endeavors. Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success in any profession. Students are responsible for knowing what constitutes academic dishonesty. If students are uncertain about what constitutes plagiarism or cheating, they should seek the instructor's advice. Any academic work that represents another's contributions as one's own without giving proper credit is academically dishonest. Submitting such work to fulfill academic requirements constitutes plagiarism, regardless of how that work was obtained. Examples of academic dishonesty include, but are not limited to:

- (1) Plagiarizing or representing the words, ideas or information of another person's as one's own and not offering proper documentation;
- (2) Plagiarizing or representing the words, ideas or information generated by artificial intelligence program-as one's own and not offering proper documentation;
- (3) Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination;

- (4) Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination;
 - (5) Communicating during an examination in any manner with any unauthorized person concerning the examination or any part of it;
 - (6) Giving or receiving substantive aid during the course of an examination;
 - (7) Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period;
 - (8) Taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination;
 - (9) Submitting the same written work to fulfill the requirements for more than one course.
- (B) While academic integrity is particularly the responsibility of the student, the faculty members also have a responsibility. Assignments and tests should be constructed and proctored to discourage academic dishonesty. Faculty members are expected to inform their students explicitly as to what materials and procedures are authorized for use in the preparation of assignments or in examinations (e.g., the use of a calculator, computer/~~ChatGPT~~, artificial intelligence programs, text materials, etc.).
- ~~(C) Should cases of academic dishonesty be found among students, the instructor may choose to counsel the student, or the following sanctions may be imposed:~~
- ~~(1) The student may be assigned an F for the work in question.~~
 - ~~(2) The student may be assigned an F for the course. In this case, the instructor should inform the dean and the student of this action. The dean will make certain that the student receives the F grade and is not permitted to withdraw from the course.~~
 - ~~(3) The instructor must notify the registrar's office if the course is to be notated as ineligible for grade deletion, according to the repeating a course and calculating GPA policy, 3364-71-07.~~
 - ~~(4) The student may be placed on probation or suspended for some definite period of time, dismissed, or expelled by the dean if either the seriousness of the offense or a record of repeated offenses warrants it. A notation that such a sanction has been imposed will be made part of the student's permanent record. It is expected that the dean will consult with the instructor and the student in making such a judgment, and that the dean will notify the student of the sanction imposed and of the appeals procedure.~~

(5) ~~A student found to be academically dishonest by a faculty member may appeal according to the academic grievance policy, 3364-71-05.~~

Commented [PA1]: This section has all been added to the procedure document.

(D) Purpose of policy

This policy addresses issues pertaining to and consequences of academic dishonesty.

(E) Scope

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