



College of Health and Human Services

Department of Counseling and

Mental Health Services

Grading Policy

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Grades & 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 slightly more 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 more than acceptable quality	2.33
C	Work of acceptable quality	2.00
C-	Work of slightly less than acceptable quality	1.67
D+	Work slightly below the quality expected	1.33
D	Work below quality expected	1.00
D-	Barely above failing	0.67
PS	Pass (selected courses only; Undergraduate equivalent of A, A-, B+, B, B-, C+, or C Graduate equivalent of A, A-, B+, or B)	*
S	Satisfactory (credit earned; graduate and professional courses only; equivalent of A, A-, B+, or B)	*
F	Failure	0.00
IN	Incomplete	*
PR	Progress (use typically limited to internship, independent study, independent research, and dissertation hours)	*
W	Withdrawal	*
IW	Instructor Withdrawal	*
U	Unsatisfactory (no credit, hours calculated into grade point average; graduate and professional courses only)	0.00
NC	No Credit (selected courses only Undergraduate equivalent of C-, D+, D, D-, or F Graduate equivalent of B-, C+, C, C-, D+, D, D-, or F)	*

* No effect on grade point average (GPA)

The Grade of Incomplete (IN)

This grade of IN 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 student must complete the required work before the end of the following semester in which the grade is received (excluding summers); otherwise the Office of the Registrar will convert the grade to a grade of F. The student may initiate a request for an additional semester to complete the work for the grade (excluding summers). The extension is granted upon the approval of the faculty member and the Associate Dean of the college offering the course. The incomplete grade will not be considered in computing the student's grade point average.

The Grade of Progress (PR)

For master's and doctoral theses and dissertations, for undergraduate individual-study courses, and for special projects at the undergraduate and graduate levels that may not be completed at the end of a particular grading period, the grade of PR may be given to denote work in progress. It will not be considered in computing the grade point average.

Except in certain cases involving graduate students graduating with a Master's or Doctoral degree, the grade of PR must be removed from the student's record before the student may graduate. Granting a PR is strictly at the instructor's discretion and may not be appealed.

Satisfactory/Unsatisfactory (S/U) Grade Option

The Department may offer some graduate and professional courses for Satisfactory/Unsatisfactory credit rather than an A-F grade (e.g., CMHS 6940/8940 Counseling Internship; CMHS 8960 Doctoral Research Dissertation, etc.). Grades of S will be considered equivalent to work of high quality or better. Grades of U will be awarded for achievement of slightly less than high quality or below. Consequently, a grade of B or better must be achieved to earn an S, while grades of B- through F will be recorded as a U.

Grade Changes

- A. IN or PR to a letter grade: After work is completed, the instructor will complete a change of grade form and forward it to the Office of the Registrar.
- B. All letter grade to letter grade changes must be forwarded to the college office for final approval. It is then submitted to the Office of the Registrar.

Grade Point Average (GPA)

A student's cumulative grade point average is computed 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. To obtain a degree or certificate in an undergraduate program, the student must have the proper number of credit hours in the courses required for the degree and a cumulative grade point average of at least 2.0. Grade point average requirements may be higher in certain colleges and in certain majors; this information is available in the individual college listings.

Grades from all courses ever taken at UT and the resulting GPA (unadjusted by the Academic Forgiveness Policy) will be used for purposes of determining eligibility for University, collegial, departmental or professional honors or other recognition based upon the student's undergraduate academic career and record of academic performance.

Other Policies

The Department has adopted and abides by the following policies adopted by The University of Toledo and published in the *General Catalog*.

- **Audit Grade Option (AU)**
- **Pass/No Credit (PS/NC) Grade Option**
- **Grade Deletion Policy for Repeated Courses**
- **Academic Forgiveness Policy**
- **Medical Withdrawal Policy**
- **Academic Probation Policy**
- **Academic Suspension Policy**

Policy Changes

The Department of Counseling and Mental Health reserves the right to make changes to its grading policies as necessary and appropriate. Students will not be notified of changes, rather, students are expected to regularly consult the policies and note any changes. Department Grading Policies will be published and available to students for review and inspection.