

UToledo Spring 2020 Semester Grading Changes

Due to COVID-19 and the transition to remote/distance learning for all courses, we believe it is appropriate and beneficial to extend some flexibility to faculty and students during this challenging time. There are several strategies that are being implemented for spring 2020 for graduate and undergraduate students at UToledo. These are clearly designated by their different coding as special options in place during this particular time period. We ask that faculty continue to be mindful of the extreme conditions of this challenging time, and support our students as humanely as possible, as you have already been doing.

1. The last day for students to withdraw for the semester has been extended to May 1, 2020. This will allow additional time for students to decide if they choose to withdraw from a course. Students should be aware that only a limited number of withdrawal hours are permitted, and that withdrawals can have financial aid implications. These should be considered prior to choosing to withdraw. For questions about financial aid implications, students should contact rocketsolutioncentral@utoledo.edu

2. Students can work with instructors to request an **Incomplete (IE).** This is a unique incomplete code that will only be used for this spring term instead of the regular "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 IE has no effect on the student's grade point average. The conditions for awarding the grade of Incomplete "IE" are those specified by University guidelines and the grading criteria of the specific department. At the time a student is assigned an IE grade, the instructor of record must also specify a default grade to which the IE grade will convert if the student does not complete the required work within the specified time limits. The default grade may be based on a percentage of required coursework the student has successfully completed by the date the IE grade is assigned. The grade of IE must be removed before the last day of the fall 2020 semester. If not completed, the IE will automatically be converted to the default grade assigned at the time of initial grading. See [Grades](#) for more information about grades.

3. For spring 2020, for all regularly letter-graded courses (A-F), we will implement a **special Pass/No Credit Option (PE/NE) that can be utilized for both undergraduate and graduate students.** Please note that some academic program courses may be excluded from this grading option based on accreditation, licensure, and/or degree standards. Students will use a University-level process to petition to receive a PE/NE grade instead of a letter grade for a specified course. **Students should contact their academic advisor with questions regarding how this grading option may impact their program completion.** The following are the criteria for awarding grades to the students choosing this option:

PE (Pass) – Credit is earned for the course and there is no GPA impact. Students with this result will be deemed to have met the course requirement with respect to a sequence or program if the current course is a prerequisite.

NE (No Credit) – No credit is earned for the course and there is no GPA impact. The last date of attendance must be entered when assigning this grade.

IE (Incomplete) – Both the last date of attendance/participation and a default grade for conversion if coursework is not completed by the deadline must be entered.

To adopt the PE/NE grading option for spring 2020, students must request to receive one of these grades **by filling out the form available at [special grade option](#)**, and sending it to the student services director or associate dean of their college **no later than April 20, 2020**. (A list of these is available on the web page with the form.) **That person will sign and send the approved form to the course instructor, with a copy to grades@utoledo.edu.**

Please note, **students may petition to change their PE/NE back to a letter grade** within three weeks of the completion of the term, or **May 22, 2020**, so instructors should keep a record of original letter grades.

Important: Some students need or will want a letter grade. Letter grades do impact the GPA and some students may require a letter grade to be removed from probation or to graduate. In addition, some programs may not accept a non-letter grade to fulfill their degree requirements. Furthermore, lack of letter grades may disadvantage or even prevent students from entering later professional or graduate programs, or affect their eligibility for some licensures. **We encourage students to communicate with faculty and advisors to understand the ramifications of this option. Student services directors or associate deans should review requests for any issues related to the program of study.**

Classes scheduled as DL (Distance Learning) since the start of the term

For courses that were delivered 100% online since the start of the term, grades should be assigned as originally planned (i.e. standard letter grades). Do not enter PE or NE.

We recognize the need to be flexible with grading during this time and ask that colleges and departments make grading determinations that are in the best interests of their individual programs and student's needs.

Please direct questions about assigning grades to the Registrar's Office at grades@utoledo.edu