

Guidelines for The University of Toledo College of Pharmacy and Pharmaceutical Sciences (CPPS) Pass/No Credit Grade Option for Spring 2020 *(Effective April 8, 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 on UToledo Office of the Registrar site - [Special Grade Option Spring 2020](#) where the [petition form](#) is linked.

The following information provides guidance for UToledo students in the College of Pharmacy and Pharmaceutical Sciences as it relates to this policy. Students should contact their academic advisor to discuss whether this option is best for them.

For spring 2020, for all regularly letter-graded courses (A-F) offered by the CPPS, **(with the exception of PHPR 3060, PHM 4140, PHM 4160 and PHCL 6320 which were completed with grades assigned prior to the transition to remote instruction)** the college will implement a special Pass/No Credit Option (PE/PC/NE) that can be utilized for undergraduate, PharmD and graduate students within CPPS. A PE grade can be awarded if a student has a letter grade of a C-, D+, D or D-. A PC grade can be awarded for students who have earned a letter grade of a C and above and to indicate the course meets prerequisites of the next course in a sequence. An NE will replace a letter grade of an F.

Students will use a University-level process to petition to receive a PE/PC/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.

INSTRUCTIONS FOR SUBMITTING THE PETITION BY PROGRAM

PREP STUDENTS

- 1) You are strongly encouraged to wait until the final letter grade has been posted for the course before petitioning for the pass/no credit grade option. Applications for grade changes will only be processed after final grades are submitted.
- 2) Complete the [petition form](#) and submit to Ms. Deb Sobczak Deborah.Sobczak@utoledo.edu by May 22, 2020.

PROFESSIONAL DIVISION BSPS AND PHARMD STUDENTS

- 1) You are strongly encouraged to wait until the final letter grade has been posted for the course before petitioning for the pass/no credit grade option. Applications for grade changes will only be processed after final grades are submitted.
- 2) Complete the [petition form](#) and submit to Ms. Jing Meyer Jing.Meyer@utoledo.edu by May 22, 2020.

GRADUATE STUDENTS

- 1) You are strongly encouraged to wait until the final letter grade has been posted for the course before petitioning for the pass/no credit grade option.
- 2) Complete the form and submit to Dr. Marcia McInerney Marcia.McInerney@utoledo.edu by May 22, 2020.

The following frequently asked questions (FAQ's) generally apply to all CPPS programs. These may provide some additional information on the PE/PC/NE grading option.

What Letter Grade Should Be Earned in Order to Receive a PE, PC or NE Grade?

A PC grade can replace a letter grade of a C and above. A PE grade can replace a C-, D+, D and D- grade. An NE will replace a letter grade of an F. Students should contact their academic advisor or individual instructors to discuss what the grading scale is for their course and how it applies to PE/PC/NE grading.

Which Programs/Colleges Will Accept the PE/PC/NE Without Penalty?

All CPPS programs will accept the PE/PC/NE grade change without penalty. Students should contact their academic advisor and discuss if there are any negative implications for selecting the PE/PC/NE grading option.

If a student is also enrolled in programs or colleges outside of CPPS, they should contact that college or program to determine if the special grading option has any negative implications.

How Would a PE/PC/NE Impact a Student's Grade Point Average?

If a student elects to receive a PE/PC/NE grade for their course, it will not impact their GPA. Students should contact their advisor to discuss how this grading option may impact their program of study or future professional goals.

Could a Student Be “Shifted” to the PE/PC/NE Option This Term Administratively If It Appears That Would Be in Their Best Interest (Specifically If They Do Not Have Access to the Internet)?

PE/PC/NE is a student-initiated process. Students would need to request the PE/PC/NE option before it could be initiated. However, students could contact their advisor or success coach for assistance if they cannot access the form directly.

Will the PC/PE/NE Grade Appear on Transcripts?

Yes, the PE, PC and NE grades will appear on official transcripts.

Are All Faculty Participating in the PE/PC/NE Grading Option?

All CPPS faculty are participating in the PE/PC/NE option. While all UToledo faculty are being asked to participate in PE/PC/NE grading, some colleges may have restrictions due to accreditation issues that would prohibit the use of this grading option. Students should contact their academic advisor to discuss if the course is being offered using a PE/PC/NE grading option.

Are courses in CPPS participating in the PE/PC/NE grade option?

All courses offered in the CPPS (with the exception of PHPR 3060, PHM 4140 and PHM 4160) are participating in the PE/PC/NE option. See PREP and BSPS sections below for more specific information regarding those programs.

Will Students Receive Their Regular Assigned Letter Grade Unless They Specifically Complete a Petition Form for the PE/PC/NE Grading Option?

Yes. Students will receive a standard letter grade unless they request the PE/PC/NE grading option. Students have until May 22, 2020 to petition for a PE/PC/NE grade.

Can Students Who Were Originally Taking a 100% Online Course Request the PE/PC/NE Grading Option?

Yes. The PE/PC/NE is available to students who were initially enrolled in online courses as long as their petition form is approved by their college or academic advisor.

Can Students Take Admission Required Courses as PE/PC/NE When Applying to Medical/Dental/Veterinary School?

Currently, many medical/dental/veterinary programs require letter grades for specific courses. As of today, there have been no official announcements from these programs regarding whether PC, PE or NE grades will be accepted. The College of Medicine and Life Sciences' admission team is working to address this topic, as are many organizations such as AAMC, AACOMAS, ADEA and AAVMC. Updates on Health Professions COVID-19 related links can be found on the National Association of Advisors for the Health Professions website.

If a Student Chooses the PE/PC/NE Option, Could It Impact Their Military Scholarships/VA Education Benefits?

For students receiving military scholarships, they should discuss choosing this option with the Military Service Center or School Certifying Official. In some cases, scholarship funding may be impacted based on the number of credit hours taken as Pass/No Credit.

If a Student Chooses the PE/PC/NE Option, Could It Impact Their University Merit/Donor Scholarships or My Federal or State Financial Aid?

In general, a PE/PC/NE grade will not impact University merit/donor scholarships or federal and state aid as long as the course counts toward a student's degree completion requirements. A PE/PC/NE grade could impact a student's satisfactory academic progress (SAP) status. Recent guidance from the U.S. Department of Education allows Student Financial Aid to take extenuating circumstances related to COVID-19 into consideration if choosing the PE/PC/NE option negatively impacts a student's SAP status.

If a Student Wants to Request an Incomplete (IE) Grade This Semester, How Do They Do This?

Students can work with their instructors to request an IE for an individual course this semester. This is a unique incomplete code that will only be used for this spring term instead of the regular IN grade. Students can work with their instructors to request an IE for an individual course this semester. This is a unique incomplete code that will only be used for this spring term instead of the regular IN grade. 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 work needed to finish the course requirements must be completed by the end of fall semester 2020.

Will a Course Receiving a PE/PC/NE Be Transferable to Another Institution?

This is an issue currently being discussed throughout the state of Ohio; however, we cannot guarantee at this time these courses will be accepted by institutions within or outside the state of Ohio.

Will a Student's Athletic Eligibility Be Impacted If They Take a Course as PE/PC/NE?

Currently, the Mid-American Conference (MAC) has not provided guidance on this issue. Student-athletes are encouraged to discuss taking courses as PE/PC/NE with their athletics advisor.

How Will the Instructor Know If a Student Has Selected a Course to Be Graded as PE/PC/NE?

The instructor will receive notification by email from the student's college indicating a student has petitioned to receive a PE/PC/NE grade. The instructor will use the online Grade Change process to update the student's letter grade to a PE, PC, or NE.

How Long Does a Student Have to Decide If They Would Like Their Letter Grade to Be Changed to a PE/PC/NE Grade?

Students have until May 22, 2020 to view their letter grades and decide if they would like their grade changed to PE/PC/NE.

Can a Student Petition to Have Multiple Courses Graded Using the PE/PC/NE Grading Option?

Yes. Students may request to have multiple courses graded this way. Please keep in mind students should be discussing these grading decisions with their advisors and they may have implications for their degree programs outside of CPPS.

Are honors courses offered in conjunction with the Honors College eligible for PE/PC/NE grading option?

Yes

The following CPPS program specific FAQ's provide additional information.

PRE-PROFESSIONAL

Does the Pharmacy Pre-Professional program follow the above University grading policy?

Yes. All programs in the CPPS follow the above University criteria for grading.

Will the Pharmacy Pre-Professional program accept PE/PC/NE grades without penalty or negative implications?

The Pharmacy Pre-Professional program will accept PE/PC and NE grades without penalty or negative implications.

Are courses in CPPS participating in the PE/PC/NE grade option?

All pre-professional courses offered in the CPPS are participating in the PE/PC/NE option. However, courses offered outside of the CPPS taken by pharmacy Pre-Professional students may or may not participate in this grading.

For the purpose of UTCPPS PharmD admissions, is there a limit on how many credit hours of PE/PC/NE can be used pre-professionally for evaluation for admission in the PharmD program?

No. Any student enrolled this semester will be permitted to take their total enrolled credit hour as PE/PC/NE courses. The PE/PC/NE grades from spring 2020 will not count toward the College's 7-hour limit on pass/no credit courses.

Are Pre-pharmacy students allowed to use the PE/PC/NE grading option for a natural science or math course?

Yes. During spring 2020, all natural science and/or calculus courses can be taken as PE/PC/NE.

Are Pre-pharmacy Contingent Admit and Early Admissions students permitted to use the PE/PC/NE option for grades during spring 2020? Yes. Students in the Contingent Admission and Early Admissions pathways are permitted to request PE/PC/NE grades.

Can Students Take Admission Required Courses as PE/PC/NE When Applying to Pharmacy Schools at other Universities/Colleges/Schools of Pharmacy?

The University of Toledo College of Pharmacy and Pharmaceutical Sciences will accept PE/PC/NE graded courses taken in spring 2020 for admission in subsequent years. Currently, many pharmacy programs require letter grades for specific pre-pharmacy courses. As of today, it is not known if PC, PE or NE grades will be accepted by schools/colleges other than University of Toledo College of Pharmacy.

Can Students Take Admission Required Courses as PE/PC/Ne When Applying to Medical/Dental/Veterinary School?

Currently, many medical/dental/veterinary programs require letter grades for specific courses. As of today, there have been no official announcements from these programs regarding whether PC, PE or NE grades will be accepted. The College of Medicine and Life Sciences' admission team is working to address this topic, as are many organizations such as AAMC, AACOMAS, ADEA and AAVMC. Updates on Health Professions COVID-19 related links can be found on the National Association of Advisors for the Health Professions website.

BSPS

Are courses in CPPS participating in the PE/PC/NE grade option?

All BSPS courses offered in the CPPS are participating in the PE/PC/NE option.

BSPS Students taking courses outside of CPPS should consult their course instructor for information about this grading option in courses outside of the college.

Will PE/PC/NE grades impact program completion for BSPS students?

No. Grades of PC and PE are considered passing grades for program completion.

How will PC grades on my transcript impact my competitiveness for graduate/professional school and job placement?

Transcripts from this semester are likely to be reviewed differently than typical academic semesters given the exceptional situation of this time.

For the purpose of UTCPPS PharmD admissions, is there a limit on how many credit hours of PE/PC/NE can be used pre-professionally for evaluation for admission in the PharmD program?

No. Any student enrolled this semester will be permitted to take their total enrolled credit hour as PE/PC/NE courses. The PE/PC/NE grades from spring 2020 will not count toward the College's 7-hour limit on pass/no credit courses.

Is there a limited number of courses or credit hours that a BSPS student can take of PE/PC/NE courses this semester?

No. Any student enrolled this semester will be permitted to take their total enrolled credit hour as PE/PC/NE courses. The PC/PE/NE grades from spring 2020 will not count toward the College's 7-hour limit on pass/no credit courses.

Can Students Take Admission Required Courses as PE/PC/Ne When Applying to Medical/Dental/Veterinary School?

Currently, many medical/dental/veterinary programs require letter grades for specific courses. As of today, there have been no official announcements from these programs regarding whether PC, PE or NE grades will be accepted. The College of Medicine and Life Sciences' admission team is working to address this topic, as are many organizations such as AAMC, AACOMAS, ADEA and AAVMC. Updates on Health Professions COVID-19 related links can be found on the National Association of Advisors for the Health Professions website.

PHARM D

Are PharmD courses in CPPS participating in the PE/PC/NE grade option?

All PharmD courses offered in the CPPS (with the exception of those completed prior to the beginning of remote instruction as noted above) are participating in the PE/PC/NE option.

What Passing grade, PE or PC, is needed for progression and passing course completion requirements in the PharmD program?

For PharmD students - Grades of PC are considered passing grades for progression and program completion in the PharmD program. PE grades are associated with earned credit but will not result in course completion requirements and progression in the PharmD program.

Students should contact their academic advisor with questions regarding how this grading option may impact their program completion.

How will PE/PC/NE grades impact decisions about my academic progression in the PharmD program?

Students will not be penalized for PC/PE/NE grades on their transcript. Students whose aggregate GPA falls below the stated minimum will be evaluated on a case-by-case basis.

Is there a limited number of courses or credit hours that a PharmD student can take of PE/PC/NE courses this semester?

No. Any student enrolled this semester will be permitted to take their total enrolled credit hour as PE/PC/NE courses. The PC/PE/NE grades from spring 2020 will not count toward the College's 7-hour limit on pass/no credit courses.

How will PC grades on my transcript impact my competitiveness for residency and job placement?

Transcripts from this semester are likely to be reviewed differently than typical academic semesters given the exceptional situation of this time. Earned letter grades may depict that a student is able to successfully manage significant stress, disruption and need for transition. However, how PC grades impact competitiveness will be determined by the individual residency program or organization. Students considering applying for a residency should discuss this question with their faculty advisor.

GRADUATE

Can a Graduate Student Request a PE/PC/NE Grade This Semester?

Yes. The PE/PC/NE option is also available for graduate students. Graduate students should discuss this option with their advisors prior to petitioning to receiving a PE/PC/NE.