

**Procedure:** [Grades, quality points and grading procedure](#)



**Procedure Number:** 3364-71-11.1

**Effective date:**

November 22, 2024

**Responsible Department:** Academic Affairs

**Original effective date:**

May 1, 2011

**Scope:** All University of Toledo undergraduate students

### **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. Student evaluation includes the process by which individual assignments are graded and the final course grade is determined. 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. 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, must include an explanation on the process used for grading individual assignments and calculating the final grade, should the grading process 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, 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.

3. Grades of D- or better will be awarded as "PS", and a grade of 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).
  - 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).
  - 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.
  - 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.
  - g. 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, 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.

**Approved by:**

/s/

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Scott Molitor  
Interim Provost

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*May 1, 2011*

**Review/revision date:**

*November 22, 2024*

**Next review date:**

*November 22, 2027*

**Review/revision completed by:**

- *Provost and Executive Vice  
President for Academic Affairs*
- *Faculty Senate*