

Procedure: Graduate grades, quality points and grading procedure



Procedure Number: 3364-77-09.01

Responsible Department: College of Graduate Studies

Effective date:
XXX XX, 2026

Scope: University of Toledo graduate students excluding those enrolled in JD, MD and PharmD programs

Original effective date:
XXX XX, 2026

Procedure

- (1) 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.
- (2) Any grading policy and/or procedures developed within a college, school, and/or department must be approved by the Executive Vice President for Academic Affairs.
- (3) 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.
- (4) All course syllabi should provide the policies of the course instructor regarding the assignment of course grades.
- (5) 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 the FERPA policy (3364-71-15).
- (6) Retention of graded course 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 retention of graded materials 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.
- (7) 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.
- (8) Procedure for assigning a grade of Incomplete (IN):
 - (a) The instructor may assign a grade of Incomplete in case of circumstances that prevent the student from completing course requirements after the withdrawal deadline. A 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) 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 Office of the Registrar through established processes.
 - (c) At the time the IN grade is assigned, the instructor of record must also specify a default grade to which the IN 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 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) The student may initiate a request to extend the IN grade to the succeeding semester (excluding summer) 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.
 - (e) 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).
 - (f) If the student does not complete all requirements for a credit-bearing course and a grade change is not submitted by the posted deadline,

Incomplete grades will be converted to their default grades. Once converted to a default grade, a course grade cannot be changed back to an IN.

- (g) The Office of the Registrar 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.

Reviewed by:

James Holloway, Ph.D.
President

Date

Initial effective date:
Review/Revision Date:
Next review date:

*Review/Revision Completed by:
Vice Provost for Graduate Affairs
Graduate Council*