

<b>Name of Policy:</b> Graduate grades, quality points and grading			
<b>Policy Number:</b> 3364-77-09		<b>Effective date:</b> XXX XX, 2026	
<b>Approving Officer:</b> President		<b>Original effective date:</b> XXX XX, 2026	
<b>Responsible Agent:</b> Vice Provost for Graduate Affairs			
<b>Scope:</b> University of Toledo graduate students excluding those enrolled in JD, MD and PharmD programs			
<b>Keywords:</b>			
X	New policy		Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

This policy recognizes the use of grades as a measure of academic standing. A grade will be awarded for a course at the end of each term by the instructor of record to indicate a student’s academic achievement in a credit-bearing course. The University uses a variety of grading systems appropriate to the pedagogy of the course. All grades, including non-letter grades and grades associated with non-satisfactory course completion, such as W and NC, are transcribed and remain as part of the official record.

Grades are due at the end of the semester and are considered to be official at the time of submission to the Office of the Registrar at the end of each term. Official grades can only be changed in accord with established policies and procedures. Grade appeals and evidence of grading errors are governed by policy 3364-77-02 Graduate student academic grievance policy, and as such any materials used to calculate grades should be maintained and available for review until time limits for possible appeals have been exhausted.

(B) Purpose of policy

To identify the grades used for graduate coursework at the University, to establish how grades are awarded and to assign quality points to these grades.

(C) Scope

This policy applies to all graduate and professional students except for those enrolled in the JD, MD and PharmD programs. Individual colleges may establish grading guidelines and may establish limitations on the number of courses a student may take with a non-letter grade.

(D) Definitions

**Quality hours** are the sum of credit hours from all courses with an assigned letter grade, including those with the grade of F.

**Quality points** are numerical values assigned to each letter grade. Quality points are used to compute the student's cumulative grade point average (GPA) by dividing the total number of quality hours into the total number of quality points earned, including course grades of F, and including all repeated courses that are not subject to policy 3364-77-08 Repeating a graduate course and recalculation of graduate GPA.

The relationship between grades and quality points is as follows:

Grade	Standard	Quality points
A	Achievement of outstanding quality	4.00
A-	Achievement of slightly less than outstanding quality	3.67
B+	Achievement of slight better than high quality	3.33
B	Achievement of high quality	3.00
Note that any grade below a B may be deemed unacceptable by specific programs and may result in a grade point average below 3.00 potentially leading to academic dismissal.		
B-	Achievement of slightly less than high quality	2.67
C+	Work of slightly better than average quality	2.33
C	Work of average quality	2.00
C-	Work of slightly less than average quality	1.67
D+	Work well below average quality	1.33
D	Poor but passing	1.00
D-	Barely above failing	0.67
F	Failure	0.00

The following **non-letter grades** may be awarded. These non-letter grades are not associated with quality points or quality hours, and have no impact on the student’s cumulative GPA:

- (1) No grade (NR): NR is used until a final grade is available. This is for Registrar use only when faculty members fail to assign a final grade.
- (2) Audit (AU): Audit means a student is enrolled in credit-bearing courses but elects not to receive credit.
- (3) Satisfactory or Unsatisfactory (S or U): Certain graduate courses may be offered for credit/no credit rather than providing a letter grade. A Satisfactory grade (S) is equivalent to a letter grade of C or higher; an Unsatisfactory grade (U) is equivalent to a letter grade of C- or lower.
- (4) Withdrawal (W): Indicates a withdrawal from the course before the withdrawal deadline.
- (5) Incomplete (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.

(E) Procedure

Please see Graduate grades, quality points and grading procedure 3364-77-09.1

<p><b>Approved by:</b></p> <hr/> <p>James Holloway, Ph.D. President</p> <p><b>Date:</b> XXX XX, 2026</p> <p><b>Review/revision completed by:</b></p> <ul style="list-style-type: none"> <li>• Vice Provost for Graduate Affairs</li> <li>• Graduate Council</li> </ul>	<p><b>Policies superseded by this policy:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Original effective date:</b> XXX XX, 2026</p> <p><b>Review/revision date:</b> XXX XX, 2026</p> <p><b>Next review date:</b> XXX XX, 2029</p>
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