



Ohio Administrative Code

Rule 3335-8-21 Marks.

Effective: April 2, 2021

The official marks of the university are as follows: "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "E," "EM," "EN," "NEN," "I," "K," "P," "PA," "PE," "NP," "R," "S," "U," "W." These marks shall have the following meaning:

(A) "A," "A-"

The instructor judged the student to have satisfied the stated objectives of the course in an excellent manner. The student's performance was judged to be in this range of high quality based upon a comparison with other students in the course, and/or with students who have taken the course previously, and/or the instructor's personal expectations relative to the stated objectives of the course, based on the instructor's experience and expertise.

(B) "B+," "B," "B-"

The instructor judged the student to have satisfied the stated objectives of the course in an above-average manner. The student's performance was judged to be in this range of above-average quality based upon a comparison with other students in the course, and/or with students who have taken the course previously, and/or the instructor's personal expectations relative to the stated objectives of the course, based on the instructor's experience and expertise.

(C) "C+," "C," "C-"

The instructor judged the student to have satisfied the stated objectives of the course in an average manner. The student's performance was judged to be in this range of average quality based upon a comparison with other students in the course, and/or students who have taken the course previously, and/or the instructor's personal expectations relative to the stated objectives of the course, based on the instructor's experience and expertise.



(D) "D+," "D"

The instructor judged the student to have satisfied the stated objectives of the course in a low but acceptable manner. The student's performance was judged to be in this range of below average but acceptable quality based upon a comparison with other students in the course, and/or with students who have taken the course previously, and/or the instructor's personal expectations relative to the stated objectives of the course, based on the instructor's experience and expertise.

(E) "E"

The instructor judged the student not to have satisfied the stated objectives of the course. Credit for a course in which the mark "E" has been received can be obtained only by repeating and passing the course in class (see rules 3335-8-23 to 3335-8-28 of the Administrative Code).

(F) "EM" - examination

(1) This mark indicates credit given to students registered in the university on the basis of examinations taken prior to or after admission to the university. The level of achievement which must be demonstrated by the student on these examinations in order to receive "EM" credit (except advanced placement credits) shall be determined by the department or school in which the course is offered for credit, in accord with the criteria for the award of letter grades. This credit shall be assigned only upon the authorization of the chair of the department or the director of the school and with the approval of the authorized representative of the dean or director of the student's enrollment unit.

(2) Examination credit shall not be given to a student for a course in which the student has received a mark at this university or for which the student has transfer credit from some other college or university. No credit points are allowed for courses in which a mark of "EM" is given.

(G) "I" - incomplete, "IX" - extension of incomplete

(1) An "I" indicates that the student has completed a major portion of the work in the course in a satisfactory manner, but for reasons judged by the instructor to be legitimate, a portion of the course



requirements remains to be completed.

(2) The mark "I" shall be reported to the office of the university registrar together with the mark which the university registrar is authorized to enter on the student's official record unless a different mark is reported to the office of the university registrar in the manner and within the time described in this rule.

(3) The student must complete the work so that the instructor of the course may report the final mark at the earliest possible time, but not later than noon of the sixth Saturday of the semester, or session, following that in which the "I" was received. For legitimate reason the instructor may establish a deadline for the completion of the work which is within the maximum time permitted. Upon petition of the student within this period, the instructor or, if the instructor is unavailable, the chair of the department involved, may for good reason allow a student additional time in which to complete the work. An extension beyond the date grades are due for the semester, or session following that in which the "I" was received requires concurrence of the instructional unit's dean, director, or college secretary. Any decision extending the period shall set forth the time in which the student shall complete the work and a copy of the decision shall be forwarded to the office of the university registrar. This approved extension will appear on the record as an "IX" mark.

(4) As soon as the incomplete work has been made up, the instructor, or in the case of the instructor's absence from the university, the department chair or the director of the school, shall file the proper mark in the office of the university registrar. Until such time as a final mark is recorded the credit for the mark "I" or "IX" shall be counted as hours only, and shall not be considered in determining a student's point-hour ratio under rule 3335-8-26 of the Administrative Code.

(5) In no case shall a student who has received the mark "I" or "IX" be permitted to repeat the course in which such mark was received until such time as the "I" or "IX" has been removed and then only in such cases as fall within rule 3335-8-28 of the Administrative Code.

(H) "K" - credit

This mark shall be used for work credited from other institutions by the director of undergraduate admissions only. "K" credit shall be counted as hours only and shall not be considered in



determining a student's point-hour ratio under rule 3335-8-26 of the Administrative Code.

(I) "EN" - E, non-attendance

This mark shall be used to indicate that the student was properly registered for the course, but failed to complete the course because of non-attendance. It does not differentiate between the student who never attended or stopped attending at some point during the academic term.

When assigning this mark, an instructor must also provide some indication (e.g. day or week of the academic term) of when the student stopped attending the course.

This mark shall be treated as an "E" for the purpose of calculating a student's point-hour ratio.

(J) "P" - progress

This mark is used to indicate that the student has shown satisfactory progress in a series or sequence of courses where the mark is not recorded until the final semester, or session of the series or sequence is completed. Until such time as a final mark is recorded, the mark of "P" shall be given and the credit shall be counted as hours only, and shall not be considered in determining a student's point-hour ratio under rule 3335-8-26 of the Administrative Code. When a final mark is submitted by the instructor, all previous "P" marks shall assume and be recorded with the value of this final mark.

(K) "PA" - pass, "NP" - non-pass

(1) The grade pass "PA" means the student has satisfied the stated objectives of the course, and the grade non-pass "NP" is the equivalent of the grade "E."

(2) These marks may be used at the option of undergraduate or continuing education students only, subject to the following conditions:

(a) This grading pattern may be chosen for a maximum of twenty credit hours, provided the student has an accumulated point-hour ratio of 2.0 or higher.



(b) An undergraduate student may elect this option for courses that are not required or designated as required electives in the curriculum leading to the degree for which the student is a candidate.

(c) Hours graded pass "PA" count toward the minimal number of hours required for a degree. Pass or non-pass marks ("PA," "NP") are not computed in the point-hour average of the student.

(d) Before close of business of the fourth Friday of a semester or summer term; the second Friday of a seven-week session during a semester or a six- or eight-week session during summer term; or the first Friday of a four-week summer session, a student must have declared intention to take a course on this basis by filing the appropriate form with the dean or director of the student's enrollment unit. A student may not change to or from this option after this same deadline.

(L) "PE" - Emergency pass

(1) In the event that exceptional circumstances is declared all courses for that semester normally graded A-E shall be recorded as follows:

(a) undergraduates graded D+ or D shall be recorded by the registrar as "PE".

(b) graduate students graded C+, C, C-, D+, or D shall be recorded as "PE".

(c) a grade of E shall be recorded as "NP", and the "EN" mark shall be recorded as "NEN."

(2) "Exceptional circumstances" is defined as widespread circumstances outside the control of students and instructors that may adversely affect academic performance.

(3) Exceptional circumstances are declared by the senate, or by the provost following a recommendation from the council on enrollment and student progress and confirmation by the senate steering committee.

(4) Hours graded "PE" count toward the minimal number of hours required for a degree but are not computed in the point-hour average of the student.



(5) The "PE" grade shall revert to the letter grade reported by the instructor upon student petition to the registrar. Petitions shall be made before the end of the second succeeding semester or summer term, but prior to graduation. Such a reversion is irrevocable.

(6) Policies requiring certain grades for progression in a sequence, admission to a program, or academic standing would be unaffected by this system. Accommodations to allow use of "PE" grades these cases remain at the discretion of the individual program or college.

(7) In any semester in which exceptional circumstances have been declared by senate or provost, the deadline for a student to withdraw from a course without petition as defined in rule 3335-8-32 (E) of the Administrative Code shall be extended by three weeks in fifteen-week semesters and a proportional amount in shorter sessions.

(8) Grade forgiveness used for a course taken during a semester in which exceptional circumstances have been declared by senate or provost will not counting toward the three-course limit defined in rule 3335-8-27.1 (C) of the Administrative Code.

(M) "R" - registered to audit

(1) This mark indicates that the student has registered to audit the course and has met the conditions established for audit enrollment in the course. No credit hours shall be awarded for this mark (see rules 3335-8-29 and 3335-8-33 of the Administrative Code).

(2) Before close of business of the fourth Friday of a semester or summer term; the second Friday of a seven-week session during a semester or a six- or eight-week session during summer term; or the first Friday of a four-week summer session, a student must have declared intention to take a course for audit or to change from a credit to an audit basis by filing the appropriate form with the dean or director of the student's enrollment unit. A student may not change to or from the audit option this same deadline.

(N) "S" - satisfactory, "U" - unsatisfactory

(1) The mark "S" may be used to record either satisfactory progress in or completion of work,



provided that the course has been approved for this mark by the dean of the college offering the course, and in the case of courses carrying graduate credit, by the dean of the graduate school. It shall be used as an alternative to "U" or "I" in all individual studies courses whatever their number. "S" credit shall be counted as hours only, and shall not be considered in determining a student's point-hour ratio under rule 3335-8-26 of the Administrative Code.

(2) The mark "U" shall be used for unsatisfactory work in courses in which a student would be entitled to the mark of "S" if the student's work had been satisfactory. No credit shall be given for work marked "U." This mark shall not be considered in determining a student's point-hour ratio under rule 3335-8-26 of the Administrative Code.

(O) "W" - withdrew

(1) This mark is used for students withdrawing from one or more courses or from the university.

(2) See rule 3335-8-32 of the Administrative Code for procedures and provisions governing withdrawals.