



Ohio Administrative Code

Rule 3341-3-09 Graduate Grading Policies.

Effective: June 24, 2026

(A) Policy statement and purpose

This policy describes the grading system and grade-based expectations in graduate education at BGSU. It applies to all graduate-level coursework and defines how grades, including incomplete (INC) grades, affect academic standing and degree progress.

(B) Policy

(1) Grading system

(a) Letter grades

Graduate courses approved for letter grading use the following scale:

A - 4.0 points

B - 3.0 points

C - 2.0 points

D - 1.0 points

F - 0.0 points

WF - withdraw failing, 0.0 points

A grade of D, F, or WF cannot be used to meet graduate degree or certificate requirements or minimum credit hour requirements, although these grades are included in the cumulative graduate grade point average (GPA), except as permitted by the graduate college grade replacement policy.

(b) Satisfactory/unsatisfactory (S/U) grades

Some graduate courses are approved exclusively for S/U (satisfactory/unsatisfactory) grading, and students enrolled in a course approved for S/U-only grading are not eligible to receive a letter grade.

(i) S indicated satisfactory performance equivalent to a letter grade of B or higher (3.0 or above on a 4.0 scale), except as noted for specific culminating experience courses (see paragraph (B)(1)(d) of this policy)



3341-3-09

2

(ii) U indicates unsatisfactory performance and earns no credit toward graduate program requirements.

(c) Thesis and dissertation research courses

Thesis (6990) and dissertation (7990) research courses are graded S/U only.

(i) S indicates satisfactory progress for the semester.

(ii) U indicates unsatisfactory progress based on criteria determined at the program level.

The final evaluation of the thesis/dissertation is independent of semester S/U grades.

Prior to Spring 2018, thesis and dissertation research courses were recorded with the grade IP (in progress) until completion and approval of the thesis or dissertation, when the final grade of S was assigned.

(d) Other culminating experience courses

The approved grading basis for all other culminating experience courses (non-6990 or 7990) is determined by the academic program through the curricular approval process.

(e) Graduate GPA calculation

The cumulative graduate GPA is calculated by dividing the total number of grade points earned by the total number of graduate credit hours attempted. Courses in which the marks INC, IP, S, U, or W are recorded are excluded from the GPA calculation.

If the course is repeated, all grades earned are included in the cumulative graduate GPA, except as permitted by the graduate college grade replacement and fresh start for graduate students policies.

(2) Grading basis of courses

Each graduate course is approved through BGSU's curriculum process for either letter grading or S/U grading. The approved grading basis for a course cannot be changed by the instructor or the student.



3341-3-09

3

Graduate students enrolled in undergraduate courses receive grades according to the undergraduate grading system. These grades are not calculated in the graduate GPA and do not count toward graduate program requirements.

(3) Incomplete (INC) grades

An INC may be assigned only when a student has completed most required work in the course and is unable to fulfill a specified requirement due to documented circumstances beyond the student's control. An INC is not intended to serve as an extension for students who do not complete work due to avoidable delays, poor planning, or failure to meet course expectations.

Assignment of an INC is at the instructor's discretion and requires explicit agreement between the instructor and the student regarding the work to be completed, the expectations for satisfactory completion, and the deadline for completion. The instructor must communicate these expectations to the student in writing. The instructor may set an earlier deadline than the graduate college deadline for removal of INC grades.

An INC may be removed and a final grade substituted if the student completes course requirements to the satisfaction of the instructor by the graduate college deadline or by an earlier deadline established by the instructor. The graduate college deadlines for removal of INC grades for the respective academic semesters are:

Fall semester: March first

Spring semester: August first

Summer semester: November first

Extensions are permitted only under exceptional circumstances and must be requested by the student from the instructor before the established deadline. If the instructor supports the request, the request must also be approved by the line college dean or designee. Extensions are not guaranteed.

(a) Conversion of INC

If an INC is not resolved by the applicable deadline:

(i) In letter-graded courses, the INC converts to F.

(ii) In S/U-graded courses, the INC converts to U.



3341-3-09

4

(b) Graduation requirement

Students cannot graduate with an INC in a graduate-level course. If a student receives an INC during the intended graduation semester, they will be removed from the graduation list and must reapply for graduation in a future semester after the INC has been resolved.