

PRINCETON UNIVERSITY
Office of the Registrar
GUIDELINES ON GRADING PRACTICES

I. UNDERGRADUATES

A. The **authorized grading symbols** for grading undergraduates are as follows: A, B, C, D, F for all courses, except courses designated "Pass/D/Fail Only" where P, D, or F must be used. Pluses (+) and minuses (-) are optional on A's, B's and C's only. (See Item E - A+ Grades below for additional requirements.)

B. **Auditors** Students enrolled as auditors are indicated on the grade roster by the phrase "Audit Only" displayed in the Grading Basis column. Instructors should enter "AUD" in the space provided for those students who have completed the requirements for an Audit grade. The student's transcript will show audit credit only if you enter an "AUD" grade on the grading roster.

For students who do not complete the course to the instructor's satisfaction, or who fail the course, a grade of "DRP" should be entered for them on the grade roster.

C. **Incompletes**

1. The Office of the Dean of the College must approve the grade of "incomplete" for an undergraduate. Students must secure such authorization in writing.
2. The Office of the Registrar records unauthorized incompletes and blank grades as F's.
3. A faculty member should replace an authorized incomplete by submitting a change of grade application to the Dean of the College (Attn: Dean Richard Williams) within **ten** days from the deadline.

D. **Failures**

Submit a Failure Statement for every student receiving a grade of F in the course. Special forms may be obtained in the department's office for this purpose.

The Failure Statement consists of four copies: send the first three with the completed grade report; retain the fourth in the Instructor's/Department's file.

E. **A+ Grades**

Submit an *A+ Statement form* for every student receiving a grade of A+ in the course. Special forms are obtainable in the department's office for this purpose. The A+ statement must be completed for the grade of A+ to appear on the student's transcript.

The A+ Statement consists of four copies; send the first three copies with the completed grade report; retain the fourth copy in the Instructor's Department's file.

F. **Undergraduates Enrolled in Graduate Courses**

1. Undergraduates enrolled in graduate courses must receive grades on the A-F scale unless the course has specifically been approved by the Office of the Dean of the College as Pass/D/Fail only for undergraduates. Therefore, for undergraduates in an ungraded graduate course, an asterisk (*) is not acceptable.
2. The Office of the Dean of the College must approve the grade of "incomplete." Students must secure such authorization in writing.

II. GRADUATE STUDENTS

- A. Enter a grade of "DRP" for any graduate student who is no longer taking the course.
- B. E-mail the Office of the Registrar (registr@princeton.edu) with the names of any graduate student who enrolled late in the course, but whose name does not appear on the grade roster. You should only do so if these students spent sufficient time in the course to receive educational benefit. Be sure to include their grade in the e-mail. The Office of the Registrar will manually enroll these students in the course and add their grade.
- C. Add the names of graduate students who enrolled late in the course if they spent sufficient time to receive educational benefit from the course.
1. **Graded Option** - If the department grades its graduate courses, use the A, B, C, D, F, and P scale. The entire scale A-P may be used, or the scale may be limited to P/D/F and A, B, C, D, F. Assign pluses (+) and minuses (-) to the grades of A, B, and C only.
 2. **Ungraded Option** If the department chooses the ungraded option, enter an asterisk (*) in the space provided to the right of each graduate student's name. The asterisk indicates that no grade is given in the course. Do not mix letter grades and P's in an ungraded graduate course, except for undergraduates in the ungraded course (see section I-F-1 above).
 3. **Auditors**
 - a. A student "auditing" a course is expected to attend the class most of the time and to engage in the work of the course. Having chosen to be an auditor, the student may be excused, at the option of the instructor, from some of the work of the course.
 - b. Audits are recorded at the department or program's discretion.
 - c. Students enrolled as auditors are indicated on the grade roster by the phrase "Audit Only" displayed in the Grading Basis column. Instructors should enter "AUD" in the space provided for those students who have completed the requirements for an Audit grade. The student's transcript will show audit credit only if you enter an "AUD" grade on the grade roster.
 - d. For students who do not complete the course to the instructor's satisfaction, or who fail the course, a grade of "DRP" should be entered for them on the grade roster.
 4. **Graduate Grade Changes** - submit Fall term grade changes to the Office of the Registrar by the first day of Spring term recess and Spring term grade changes by the day before graduate registration for the next Fall term.
 5. **Incompletes** - graduate students who have not completed the requirements of a given course by the deadline should receive the notation of "INC" (incomplete) on the grade list returned to the Office of the Registrar. **Replacement of an incomplete in either semester may be submitted directly to the Office of the Registrar within one year of the end of the semester in which the incomplete was assigned.** An incomplete not replaced by one year from the end of the semester will remain on the transcript as part of the permanent record. (For undergraduates enrolled in graduate courses, see (I-C, I-F-2).
 6. **Graduate Students Enrolled in Undergraduate Courses** are graded with the scale appropriate to graduate students, i.e., A, B, C, D, P, F or Ungraded, except when the course is offered on a "P/D/F Only" basis.

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