

# Grading Practices

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## 1. Undergraduates

- 1.1 **Authorized grading symbols** for 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.
- 1.2 **Auditors:** Students enrolled as auditors are indicated on the grade roster by the notation of "Audit" displayed in the Grading Basis column. Instructors should enter a grade notation of "AUD" for students enrolled as auditors.

For auditors who do not complete the course or who fail the course, a grade of "DRP" should be entered.
- 1.3 **Incompletes:** The Office of the Dean of the College must approve the grade of "Incomplete" for an undergraduate. A faculty member should request an authorized incomplete by contacting the dean of the student's residential college.

The Office of the Registrar records unauthorized incompletes and blank grades as F's.
- 1.4 **A+ or F Grades:** Faculty who assign a final course grade of A+ or F to an undergraduate must simultaneously file an A+ or a Failure Statement for each student. Such statements must be submitted by the instructor-in-charge of the course. The site for submitting A+/Failure Statements is <https://odocweb.princeton.edu/saf>.

A+ and Failure Statements for the A.B. Junior Independent Work, Senior Thesis and Senior Departmental Exam should be submitted on paper. Forms are available in your departmental office, and you may send completed forms via campus mail to the Office of the Registrar.
- 1.5 **Undergraduates Enrolled in Graduate Courses:** 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. Graduate Students

- 2.2 **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.

- 2.2 **Ungraded Option:** If the department chooses the ungraded option, enter an asterisk (\*). 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 1.5 above).*
- 2.3 **Auditors:** 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. Students enrolled as auditors are indicated on the grade roster by the notation of "Audit" displayed in the Grading Basis column. Instructors should enter a grade notation of "AUD" for students enrolled as auditors.
- For auditors who do not complete the course or who fail the course, a grade of "DRP" should be entered.
- 2.4 **Dropped Courses:** Enter a grade of "DRP" for any graduate student who is no longer taking the course.
- 2.5 **Incompletes:** Graduate students who have not completed the requirements of a given course by the deadline should receive the grade notation of "INC" (Incomplete). **Replacement of an Incomplete may be submitted directly to the Office of the Registrar within one year of the beginning of the semester in which the incomplete was assigned.** A notation of "INC" for a graduate student that is not replaced within one year from the beginning of the semester will be converted to an "F" by the Graduate School and will remain on the transcript as part of the permanent record.
- 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.

### 3. **Grade Changes**

**Grade changes** may be requested online by the instructor in charge of the course. Authority for approving a grade change rests solely with the Dean of the College for undergraduate students or the Dean of the Graduate School for graduate students.