**GRADES KEY**

This document explains some of the different grades outside of the normal A-E scale. Full documentation of grades can be found in the Undergraduate Catalog.

Graders may always click the magnifying glass, then click Look Up to see the possible values for any individual student.

Assigning **Satisfactory/Unsatisfactory (S-U Option)** grades: **S** or **U**
- For students who submitted an S-U Option form your class OR if your class is S-U only, the only possible grades are **S** and **U**.
- Grades that are entered as Letter Grades (i.e., A-E) will be converted to **S** or **U** according to the UF Grading Policy. **Note:** **I*** and **N*** grades are still possible for these students.

Assigning an **Incomplete** grade: **I***
- If a student has worked with you to formulate a plan on turning in late assignments, taking a test late, etc., then you may wish to give the student a grade of Incomplete. In this case, enter **I***.
- Under the university’s **I***/**N** policy, the grade of **I*** will roll to a failing grade of **I** which carries 0.00 grade points (i.e., it will act like a grade of **E** on the student’s transcript) after 150 days.

Assigning **No Grade**: **N***
- If you click Finalize and there is still a blank grade, a grade of **N*** will populate for the student.
- Under the university’s **I***/**N** policy, the grade of **N*** will roll to a failing grade of **NG** which carries 0.00 grade points (i.e., it will act like a grade of **E** on the student’s transcript) after 150 days.

Withdrawn students: **W**
- For students who have dropped or withdrawn from your class, you will see a grade of **W** on the roster.
- You may ignore these students as the **W** has already posted to their record.

Auditing students: **AUD**
- For students who are auditing your class, the only possible grade is **AUD**.

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**
The UF Computing Help Desk
352-392-HELP | helpdesk.ufl.edu

**Policies and Directives**
Office of the University Registrar
352-392-1374 | registrar.ufl.edu