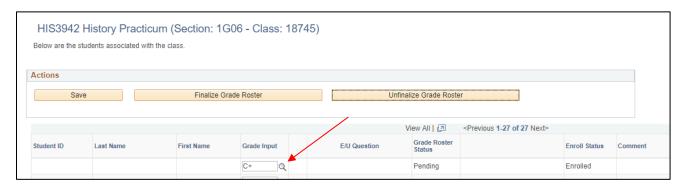# GRADES KEY

This document explains the different grades outside of the normal **A-E scale**. Full documentation of grades can be found in the [Undergraduate Catalog](link).

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, students will earn **S** and **U** grades only.
- Grades that are entered as **Letter Grades** (i.e., A-E) will be converted to **S** or **U** according to the **[UF Grading Policy](link)**. ***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](link)**, 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](link)**, 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Withdrawn students: **W**
- For students who have dropped or withdrawn from your class, you will see a grade of **W** on the roster.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	**Policies and Directives**
The UF Computing Help Desk	Office of the University Registrar
352-392-HELP | helpdesk.ufl.edu	352-392-1374 | registrar.ufl.edu