

UNIVERSITY OF PITTSBURGH POLICY 09-01-03

CATEGORY: STUDENT AFFAIRS
SECTION: University Grading
SUBJECT: Grading Options
EFFECTIVE DATE: July 1, 2013 Revised
PAGE(S): 2

I. SCOPE

This policy regulates the determination of grade options in accordance with the University's grading system.

II. POLICY

Within the policy of the individual academic units, faculty may decide to offer a course under one of the following available course grade options:

LG	Letter Grade
H/S/U	Honors/Satisfactory/Unsatisfactory
S/NC	Satisfactory/No Credit
LG and H/S/U	Letter Grade and Honors/Satisfactory/Unsatisfactory
LG and S/NC	Letter Grade and Satisfactory/No Credit
H/HS/S/LS/U	Honors/High Satisfactory/Satisfactory/Low Satisfactory/ Unsatisfactory (School of Medicine only)
S/U	Satisfactory/Unsatisfactory (School of Medicine only)

A student may choose any of the grading options available for the course offered. A student may audit any course with the permission of the instructor and the academic center offering the course.

Undergraduate Courses

Any student who chooses to select a grade option for an undergraduate course must submit a Grade Option/Audit Request for an Undergraduate Course form to the academic center offering the course by the deadline date established by that academic center but no later than the time period listed below:

TERM/SESSION	STUDENT DEADLINE
Fall and Spring Terms	End of the 4th week of the term
Summer Term	End of the 4th week of the term
Summer 12 week	End of the 3rd week of the session
Summer 6 week 1 and 2	By Wednesday of the 2nd week of the session
Summer 4 week 1, 2 and 3	End of the 1st week of the session

Grade Option/Audit Request forms for undergraduate courses must be forwarded by the academic center to the Office of the University Registrar no later than noon on the next business day. Since this form represents a contract between the student and the University, the grade issued must conform to the agreed upon option.

The Student Administration System will monitor option grades submitted for undergraduate courses and convert those grades not conforming to the grade option contract in the following manner:

H/S/U Grade Option for Undergraduate Courses	S/NC Grade Option for Undergraduate Courses
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A+	converts to	H	A+	converts to	S
A	converts to	H	A	converts to	S
A-	converts to	H	A-	converts to	S
B+	converts to	S	B+	converts to	S
B	converts to	S	B	converts to	S
B-	converts to	S	B-	converts to	S
C+	converts to	S	C+	converts to	S
C	converts to	S	C	converts to	S
C-	converts to	U	C-	converts to	NC
D+	converts to	U	D+	converts to	NC
D	converts to	U	D	converts to	NC
D-	converts to	U	D-	converts to	NC
F	converts to	U	F	converts to	NC

Graduate Courses

Grade Option/Audit Request forms for graduate courses are not required and will not be accepted by the Office of the University Registrar. Academic centers may establish their own individual deadlines and procedures for processing grade option and audit requests.

The Student Administration System does not convert or accept incorrect grades submitted for graduate courses.

III. REFERENCES

[Procedure 09-01-03, Grading Options](#)

[Policy 09-01-01, Grading System](#)