



Did you know that selecting the most appropriate grading option(s) when submitting a course request form to the UGC is a really important decision?

When submitting a course request form to the UGC there are three grading options that can be selected: [Regular grading (A, B, C, D, F), Pass/Fail grading, and Audit grading]

Please do not select all three grading options as a default unless you are sure that this is the very best option for your department and the students in your program.

While it is nice to have options, it is just as important to consider the implications of each grading option before checking the box on the course request form. Although, a certain grading option makes sense for one type of course it might not make sense for another. For instance, if you are submitting a course request that is a core requirement for a major/minor/certificate or is generally only taken to meet a general education requirement or has limited capacity it might not be in the best interest of the academic department or the students in your program to offer the course as a pass/fail or audit grading option. Or, if you are submitting a request for an Honors Thesis course or an Independent Study/Research type course is checking the box to offer pass/fail or audit grading option really the best choice since these courses will not count toward certain graduation requirements and/or toward the honors eligibility requirement of 60 graded credits.

As you complete the course request form please become familiar with the various grading options as outlined in the Undergraduate Catalog and consider what types of courses might be an appropriate match for each grading option.

Regular Grading Option (A, B, C, D, F)

Under the regular grading option the following letter symbols will be posted to the permanent record: "A," indicates superior achievement; "B," good performance; "C," adequate performance; "D," minimal acceptable achievement; "F," failure.

Pass/Fail Grading Option (P/F)

When students have completed 30 or more credits and are in good academic standing at UMBC, they may enroll for one pass/fail (P/F) course per semester for a total of 12 credits toward graduation. Courses that are only offered on a P/F basis, such as Physical Education, certain research experience courses, and internship courses are excluded from this policy.

Courses for which a student registers for the P/F grading option may only be used toward the student's elective credits, and not to fulfill general education, major, minor, or certificate requirements. Courses with the P/F grading option do not count toward honors eligibility requirements.

After consulting with an academic advisor, students may designate a course as P/F during registration or change a course to or from a P/F option within the published time frame as listed in the [Academic Calendar](#).

A pass grade "P" under the P/F option indicates achievement in the range of "A," "B," "C," or "D." A grade of "P" is not calculated in the GPA, but a grade of "F" is calculated into the student's GPA in the same manner as all "F" grades.

Audit Grading Option (AUD)

A student who wishes to show that he or she has attended a course but does not seek academic credit, may register in a course as an auditor. The notation "AU" is listed for audited courses for which no credits are attempted or earned.

Audited courses count as zero-credit toward all enrollment certifications, such as full-time enrollment. Part-time students must pay tuition and fees for audited courses. Audited courses do count toward maximum enrollment limits. Courses may be designated to or from an audit option within the published time frame as listed in the Academic Calendar. When the audit option is selected, the faculty teaching the audited class may set certain criteria which the auditor must meet, such as class attendance.