

Grading Code Options Reference Guide

Select the Grade Option Code that matches the approved grading method.

Grade Code Option	Description	Explanation
1	Pass/No Credit	Use this option when S/U grading has been approved for the course.
2	Satisfactory/Unsatisfactory	Use this option when S/U grading has been approved for the course.
5 (Default)	Standard Letter Grade	Use this option for the default standard grading setup. This is the most common setup when paired with Indicator 1. <i>May not be used for 800-level courses,</i>
6	No Grades Awarded	Use this option when no grades are awarded for the course.

Select the Degree Credit/GPA Indicator that matches the approved credit and GPA outcome.

Indicator*	Degree Credit (Yes/No)	GPA Credit (Yes/No)	Explanation
1	Yes	Yes	Counts in credit and GPA
2	No	No	Does not count in credit or GPA
3	Yes	No	Counts in credit but not GPA
4	No	Yes	Does not count for credit, but counts in GPA

*Code indicating if the course counts toward a student's credit and GPA.

Common Outcomes

Use these combinations as a quick reference for value combinations. Confirm exceptions before finalizing a course section.

Combination (Grade Option + Indicator)	Result / Prefix	Explanation
5 + 1	Blank / default	Standard letter grading; most common setup
2 + 2	N	S/U grading with no degree credit and no GPA
2 + 3	S/U	S/U grading that counts toward degree credit but not GPA
5 + 2	E	Pass/no credit outcome; not included in GPA; PA or NC when applicable
5 + 3	J prefix	Degree credit earned; excluded from GPA
5 + 4	K prefix	Included in GPA; excluded from degree credit

Decision Flow Guide

Step	Decision point	Action
1	Which grading method has been approved?	Choose the matching Grade Option Code: 5, 2, 1, or 6.
2	Does the course count toward Degree Credit and/or GPA?	Choose the matching Degree Credit/GPA Indicator: 1, 2, 3, or 4.
3	Review the common outcome.	Check the combination table for default, N, S/U, E, J prefix, or K prefix outcomes.
4	Verify selection before submitting.	Confirm unusual or high-stakes cases with the appropriate scheduling or registrar contact.

Questions, contact Academic Scheduling at scheduling@newark.rutgers.edu