Office of the University Registrar

The City University of New York
205 East 42nd Street, 8th Floor
New York, NY 10017

POLICY & PROCEDURE MEMORANDUM

Date: May 22, 2021

To: **Chief Academic Officers**

From: University Executive Registrar, Vivek Upadhyay

Subject: **CUNY Uniform Grade Glossary, Policies, and Guidelines**

This memorandum is being re-issued to consolidate various Grading Policy/Process memos, updated change of grade policy, WU academic impact modification, and College Now grading policy/process modification. If you have any questions on the uniform grade glossary, policies and/or guidelines please email **our@cuny.edu**

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Please disseminate to all interested parties on your campus.

Cc: The Chancellor
The Presidents of the Colleges
The Dean of the Sophie Davis School of Biomedical Education
The Dean of the School of Journalism
The Dean of the School of Professional Studies
The Dean of The CUNY Law School
The Dean of The CUNY School of Labor and Urban Studies
Student Affairs and Enrollment Management Council
College Registrars
College Financial Aid Directors

Grade Glossary

The following glossary of uniform grading symbols shall be employed according to the interpretation provided below. Grades are assigned based on the definitions contained herein. Individual units of the University need not employ all symbols but must adhere to the following interpretation for those employed and may not use any symbol that is not included in the glossary. Quality points are to be used to calculate the grade point average (GPA) or index. A dash "--" indicates that the grade does not carry a numerical value and is not to be included in the GPA. Plus ("+") and minus ("-") grades shall be interpreted as equivalent to "+0.3" and "-0.3", except as noted.

Grade	**Explanation**	**Quality Points**
A+	Exceptional	4.00
A	Excellent	4.00
A-	Excellent	3.70
AUD	Auditor, Listener	-
B+	Good	3.30
B	Good	3.00
B-	Good	2.70
C+	Satisfactory	2.30
C	Satisfactory	2.00
C-	Satisfactory	1.70
CR	Credit Earned	-
D+	Passing	1.30
D	Passing	1.00
D-	Passing	0.70
F	Failure/Unsuccessful Completion of Course	0.00
FIN	F from incomplete. *To be used when the INC grade lapses to an F grade*	0.00
H	Honor. Hunter College School of Social Work only	-
INC	Term's work incomplete (temporary grade)	-
NC	No credit granted	-
NRP	No Record of Progress. Exclusive to Dissertation Supervision at the Graduate Center Only	-
P	Pass	-
PEN	Grade pending (temporary grade)	-
R	Course must be repeated; minimum level of proficiency not attained. *Restricted to noncredit, remedial, and to developmental courses*	-
S	Satisfactory	-
SP	Satisfactory progress. *Restricted to thesis and research courses requiring more than one semester for completion* (temporary grade)	-
U	Unsatisfactory	0.00
W	Withdrew. *Student participated in an academically related activity at least once*	-
WA	Administrative Withdrawal. *Non-punitive grade assigned to students who had registered for classes at the beginning of the term but did not provide proof of immunization by compliance date.* Student participated in an academically related activity at least once	-
WD	Withdrew Drop (Dropped after FA cert date during the program adjustment period. Student participated in an academically related activity at least once)	-
WN	Never participated in an academically related activity	-
WU	**Withdrew Unofficially. Student participated at least once in an academically related activity**	**-**
Y	Year or longer course of study must continue to completion (temporary grade)	-

CUNY School of Medicine Only

Grade	Explanation
C/	Passed the course/clerkship elements but failed the initial attempt of the NBME subject exam.
C/P	Passed the second attempt of the NBME subject exam; Passed the course/clerkship.
C/F	Failed the second attempt of the NBME subject exam; Failed the course/clerkship.
H	Outstanding performance in the subject area, far exceeding the clerkship requirements, limited to the top 10-20% of students.
HP	For performance significantly above expectations, up to the top 40% of students, but not qualifying for honors.
U/	Does not meet expectations in one or more competencies.
U/P	Did not meet expectations in competency and successfully remediated.
U/F	Did not meet expectations in competency and failed the remediation.

Discontinued Grades & Grade Symbols

Following symbols have been implemented as prefixes to grades in the student system to identify repeated courses including the application of the F grade repeat policy and Board approved variance, as well as to indicate a grade's impact on GPA and credit accumulation. CUNYfirst College have retired the use of these prefixes as they went live in CUNYfirst. **Converted records will continue to display with the legacy prefix designation in CUNYfirst.**

Prefix	Explanation
&	Repeated course which counts in the GPA but does not count in credits completed
*	Course does not count in the GPA and does not count in credits completed
#	Replacement grade, F grade policy, does not count in cumulative GPA
@	Repeat F grade policy, does not count in GPA, does count in credits completed

Following grades are no longer in use and have been removed from the legend of grade symbols. **Colleges may not use any symbol which is no longer in use and therefore not included in the glossary.** Values have been defined in this document for historical purposes of computation on existing transcripts.

Grade	Explanation	Quality Points	Effective Date
*	Current course registration/course in progress	-	04/1980
ABS	Absent from the final; make-up exam permitted.	-	09/2008
E	Excellent. (At LaGuardia Community College only)	4.00	09/1976
FAB	F from absent –used when the ABS grade reverts to an F grade.	0.00	09/2008
FPN	F from pending –used when the PEN grade reverts to an F grade.	0.00	09/2008
G	Good. (At LaGuardia Community College only)	3.00	09/1976
H	Honors. (Used only at Richmond College and only for students who began in Spring 1975 or earlier.)	4.00	09/1976
J	Failure for non-academic reasons.	0.00	09/1976
K	Condition course completed. (This is not a grade.)	-	09/1976
NF	Failure in a non-academic course. (At York College only)	0.00	09/1976
WF	Withdrew Failing. Student participated in an academically related activity at least once	0.00	01/2015
WP	Withdrew passing.	-	09/1976
X	Non-punitive failure	-	09/1976
Z	No grade submitted by the instructor – a temporary grade which is assigned by the registrar pending receipt of the final grade from the instructor	-	05//2018

Grades Explanations

- Any student transcript record sent from a unit of the University must include a grade for every course for which a student has been officially registered and not dropped during the program adjustment or refund period. *The program adjustment period, formerly referred to as the add-and-drop period, coincides with the official refund and Census, Form-A due date*.
- Clerical, computer, or professional errors are not to be considered a part of the historical record and should be deleted.
- Students who officially withdraw after the Financial Aid certification date during the program adjustment or refund period will have the administrative grade "WD" or "WN" recorded in the enrollment record of the dropped course.
- All courses or credits for which the student is officially registered after the financial aid certification date or program adjustment period, whichever is earlier, shall be considered "attempted credits" for the purposes of financial aid.
- A withdrawal after the financial aid certification date or program adjustment period will be assigned "WD" (Dropped) or "W" (Withdrew Officially) or "WU" (Withdrew Unofficial, participated at least once) or "WN" (Never Participated).
    - *A grade of "WD" is assigned to students who officially drop a class after the financial aid certification date and prior to the census date.*
    - *A grade of "W" is assigned to students who officially drop a class after the refund period and prior to or on the last day to officially withdraw for the term/session. Students who have participated in an* ***academically related activity*** *and officially withdraw after the official refund period, but prior to the end of the designated withdrawal period will have a grade of "W" (Withdrew Officially) recorded. After that period, however, with special permission to withdraw by faculty and/or appropriate college committee, a grade of "W" may be recorded.*
    - *A grade of "WN" is to be assigned to students who* ***never*** *participated in an academically related activity and did not officially withdraw*
    - *A grade of "WU" is to be assigned (by instructor) to students who* ***participated*** *in an academically related activity* ***at least once****, completely stopped participating in any academically related activities, any time before the culminating academic experience of the course, i.e., final exam, final paper, etc.*
- The grade of "INC" lapses to an "FIN" grade no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term/Session (see updated Grade Change Policy Effective Fall 2021). The grade of "INC" (Incomplete) should be given by the instructor **in consultation with the student** with the following guidelines:
    - **only** when there is a reasonable expectation that a **student can successfully complete** the requirements of the course no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term/Session. It is a temporary grade awarded when the disposition of the final grade requires further evaluation for reasons ***other than the Procedures for Imposition of Sanctions*** related to the Board's Academic Integrity Policy
        - Transcript comments for INC grades should be added to the student record indicating the nature of the incomplete.
- The "PEN" grade is a temporary grade awarded when the disposition of the final grade requires further evaluation and when the incomplete grades is inappropriate. 'PEN' is also used to facilitate the implementation of the Procedures for Imposition of Sanctions whereby colleges must hold a student's grade in abeyance pending the outcome of the academic review process. Final determination of a grade will depend on final evaluation by the instructor or the outcome of the college's academic review process.
- The grade of "P" or "NC" may be given as part of a 'Pass/No Pass/No Credit' agreement between a student and instructor.
    - To receive this grade, a student needs to continue participating in academically related activities, complete all assignments, and take the final exam. If a passing grade is earned (A+ through D-), the student will receive a grade of 'P' and credit for the course with no impact on GPA.
    - If a failing grade is earned (F), the student will receive a grade of NC/NP which does not affect the GPA.
    - **This option must be requested prior to the last day a student can withdraw and receive a**

grade of "W" via an agreement with the Office of the Registrar.
    - Students must remain in compliance with Federal and State Satisfactory Academic Progress guidelines.
    - Colleges may place additional restrictions on the use of this option which must be clearly stated in their bulletin and on their website
- A college may choose to offer a **First Year Freshman Forgiveness policy**.
    - If the student passes the course, they will receive the grade earned which will carry the designated GPA.
    - If the student fails the course, the grade will be administratively converted to NC and have no impact on the GPA.
    - **This policy is limited to first year freshman as defined by the college**.
- The grades of "NC" and "R" may represent non-punitive failures indicating unsatisfactory completion of the course.
    - The "R" grade is restricted to noncredit remedial courses
    - The "NC" grade is restricted to regular, developmental, and compensatory courses. This grade can also be used by colleges for other administrative actions such as disciplinary dismissals. Neither of these grades is to be counted in the quality point index nor may be used in lieu of incomplete or withdrew grades.
- The grade of "CR" can be used for the awarding of transfer credit.
- The grade "Y" denotes that the semester's work has been completed; however, the course is still in progress and a final course evaluation cannot be determined until the entire activity has been concluded
- To satisfying the program pursuit requirements for State financial assistance awards (*Section 145-2.2 of the Regulations of the Commissioner*), the grades of "W", "WA", "WD", "WN", and "WU" shall signify that the course has not been completed. All other grades, except for the "AUD" grade, shall signify that the course has been completed.
- The grade point average is an index of a student's scholastic performance at a particular college. All grades that carry a numerical quality point value shall be included in the calculation of the grade point average.
- **Any notation regarding a student's probationary status appears only on the unofficial transcript.**

Guidance on WU/F/INC Grades

Audit reviews by internal as well as both the State and the Federal government have required the need to emphasize the definition of following grades:

- **WU:** A grade of "WU" is to be assigned to students who participated in an **academically related activity at least once**, **completely stopped attending at any time before the culminating academic experience of the course, i.e., final exam, final paper, etc., and did not officially withdraw**.
  - A WU grade should never be given in place of an 'F' grade.
  - The 'F' grade is an **earned grade** based on poor performance and the student not meeting the learning objectives/outcomes of the course throughout the entire academic term/session. If the student has participated in an **academically related activity** at least once or if there is documented evidence of the student's participation in a course, and they have ceased participating in the course, at the end of the term, the unofficial withdrawal grade reported must be a "WU". When a student does not officially withdraw from a course and fails to complete the course requirements, the instructor assigns the "WU" grade on the final grade roster.
- **F:** A grade of "F" is a failure grade given to a student **who completed** the culminating academic experience of the course and failed. A student who completed a course unsuccessfully should be granted the grade of "F" with the culminating academic experience of the course, i.e., final exam, final paper, etc. This grade can also be assigned if the student has completed most of the course and documentation of failing course work is available. **This documentation must be retained and available for review by auditors.**
  - **A WU grade should never be given in place of an 'F' grade**.
  - The 'F' grade is an **earned grade** based on poor performance and the student not meeting the learning objectives/outcomes of the course throughout the entire academic term/session.
  - This grade can also be assigned if the student has completed most of the course and documentation of failing course work is available. This documentation must be retained and available for review by auditors. Moreover, such action should encompass the elimination of any possible "INC" grade being awarded, meaning that the "F" grade is awarded with full knowledge and effect that submission of any/all incomplete work by the student would not result in the student's passing of the course.
- **INC**: The grade of "INC" (Incomplete) should **only** be given by the instructor **in consultation with the student** with the following guidelines:
  - When there is a **reasonable expectation** that a **student can successfully complete** the requirements of the course no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session/Term. **Upon timely completion of said incomplete work, the student would earn passing grade.**
    - Temporary grade awarded when the disposition of the final grade requires further evaluation for reasons ***other than the Procedures for Imposition of Sanctions*** related to the Board's Academic Integrity Policy Transcript comments for INC grades should be added to the student record indicating the nature of the incomplete
  - The grade of "INC" lapses to an "FIN" grade no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session/Term.
  - Students who have officially withdrawn from a college and have these grades may be exempted from the limitations.

- **Academically related activities include, but are not limited to:**
  - physically attending a class where there is an opportunity for direct interaction between the instructor and students.
  - submitting an academic assignment.
  - taking an exam, an interactive tutorial or computer-assisted instruction.
  - attending a study group that is assigned by the school.
  - participating in an online discussion about academic matters and
  - initiating contact with a faculty member to ask a question about the academic subject studied in the course.
  - engaging in an online academically related activity or initiating contact with a faculty member to ask a course-related question. Logging into an online class is not sufficient, by itself, to demonstrate academic participated by the student.

Change of Grade Policy & Process Effective Fall 2021

The purpose of this policy is to establish guidelines for change of grade and associated deadline and thereby facilitating timely progress to degree completion and compliance with financial aid requirements that all courses taken contribute to degree completion. This policy is intended to reflect the University's commitment to the student success goals and the requirements of New York State's Regulations of the Commissioner of Education.

Application for a change of grade, assigned by a member of the faculty, may be made at any time **within one year from the end of the semester in which the course was taken**. Either the student or the instructor may make this request. The procedures outlined below applies to the change of passing **letter grades, PEN, F, FIN, WU**. ***Grades cannot be changed once a student has graduated and their academic record is closed***.

Change of Final Grade

- Faculty members who initiate such a change must file a **Change of Grade Form** (paper or secure online form), including the reason for the change, follow campus changes of grade approval process, and forward the completed form to the Office of the Registrar, who will process the change and notify the student and faculty.
- **Undergraduate** grade change request **over one academic year** requires the approval of the Grade Appeals Committee (or campus equivalent.)
- **Graduate** change of grades **over one academic year** requires the approval of the Dean of Graduate Studies (or campus equivalent.)

Change of INC to Administrative FIN

- Campus Registrar assigns the grade of FIN when an INC (Incomplete) remains unresolved at the **end of the semester following the semester in which the course was taken (**exclusive of Summer Term.)
- The student or the instructor may appeal this administrative action. Graduate Students who receive an Incomplete (INC grade) must fulfill their academic obligation **within one calendar year (or earlier campus deadline)** of the end of the semester in which the grade of Incomplete is given.
- Incompletes unresolved in the above-mentioned time-period will become FIN in students' records and may not be changed thereafter.

Change of PEN to Final Letter Grade

- The "PEN" grade is a temporary grade awarded when the disposition of the final grade requires further evaluation and when the absent or incomplete grades are inappropriate. 'PEN' is also used to facilitate the implementation of the *Procedures for Imposition of Sanctions* whereby colleges must hold a student's grade in abeyance pending the outcome of the academic review process. Final determination of a grade will depend on final evaluation by the instructor or the outcome of the college's academic review process. PEN grade must be resolved to letter grade by the **end of the semester following the semester in which the course was taken**.

Student Appeal

- Students are strongly encouraged to first communicate with the professor of the course. If that conversation does not remedy the situation, or if students choose to not follow that route, then students who think that a final grade was issued erroneously may file a grade appeal. **Appeals must be filed within 30 calendar days of grade assignment in CUNYfirst.**

Faculty Appeal

- An appeal instituted by a member of the faculty to change an administrative FIN must indicate that the work required to resolve the INC grade was in the instructor's possession prior to the INC deadline date. **Appeals must be filed within 30 calendar days of FIN grade assignment in CUNYfirst.**

Grade Appeals Process

- Student or Faculty request shall be reviewed by the department grade appeals committee (or campus equivalent.) The departmental shall review the matter and make a recommendation to the faculty member within **30 calendar days**.
- If the departmental grade appeals fail to make a recommendation to the faculty member within **30 calendar days**, the grade appeal will be escalated to the college-wide grade appeals committee (or campus equivalent.)

- The college-wide grade appeals committee (or campus equivalent) shall have **30 calendar days** to make a recommendation to the department and faculty member.
- The faculty member, upon receipt of the department or college-wide committee's recommendation, must render a judgment within **15 calendar days** and communicate in writing/via online form to the Campus Registrar his or her decision to either sustain the grade or submit a grade change.

This Policy shall supersede and override all undergraduate and graduate program-level grading change policies currently in effect at CUNY colleges and schools Effective Fall 2021.

Academic Penalty Removal for WU grade Effective Fall 2021

- A withdrawal after the financial aid certification date or program adjustment period is assigned the grade of "WD" (Dropped) or "WN" (Never Participated), or "W" (Withdrew) or "WU" (Withdrew Unofficially). **Currently WD, W, WN are not academically punitive grade i.e., these grades do not impact student GPA.** For Title IV purpose University uses our Grading policy (this document) for compliance with R2T4 regulations. Effective Fall 2021, WU grade will not have punitive impact on student's GPA. WU grade will continue to be used to denote Unofficial Withdrawal. This Policy shall supersede and override all undergraduate and graduate program-level grading change policies currently in effect at CUNY colleges and schools.

College Now Program Grading Policy Effective Fall 2021

- College Now is a University wide initiative to offer college level courses to NYC's public high school students. Students take credit-bearing courses that are part of the regular curriculum at any one of the participating CUNY colleges. Since these are actual college courses a transcript can be generated for all participating students who enroll in these courses.
- Currently the same letter grade system that is used on CUNY campuses is used in these courses. Upon matriculation in any of CUNY colleges other than the one sponsoring the course, the course is treated like transfer credit. The earned letter grade is not entered on the transcript at the receiving school.
- If the student matriculates at the same college that sponsored their College Now course, the course appears on the transcript as a regular course with a letter grade and GPA. Because the same rules that apply to students transferring within CUNY are used for College Now students, if a student gets a passing grade in the course, the course will transfer. If, however, the student attends the college that sponsored the course, the letter grade and its corresponding GPA are calculated into the student's record. This is fine for students earning a "C" or better, but students earning a letter grade lower than a "C" start their academic career when entering college, on probation. In some cases, their financial aid may be impacted.
- Effective Fall 2021, in all College Now programs the only passing grades permitted will be iterations of A through C. Lower passing grades such as C-, D+, D and D- will automatically convert to the grade of CR (credit) and the F, WD, WU, W, WN grade will convert to NC (No Credit). CR will carry academic credit and NC will not. Neither grade will impact the student's GPA. Upon matriculation, NC grades earned during College Now program, will not impact students financial aid status. This Policy shall supersede and override all College Now program-level grading policies currently in effect at CUNY colleges and schools.

Final Grade Submission Deadlines Effective Fall 2017

- Beginning Fall 2017, City University of New York (CUNY) will implement a university-wide Final Grade Submission Deadline policy. Given the variety of student-centered application, enrollment and graduation transactions that needs to be completed in a timely fashion, **all CUNY institutions will require undergraduate final grades to be submitted no later than three business days (72 hours) after the last day of the final exam period for the term (or equivalent for sessions)**. Individual colleges may impose more stringent deadlines if they so choose. This date will be published in the Academic Calendar.
- Submitting grades on time prevents delays students may experience related to Enrollment processes, Transcript requests, Scholarships/Honors awards, Degree verifications by employers, Conferral of degrees, Financial Aid Satisfactory Academic Progress Calculation, Academic Standing Calculation, and mailing of diplomas.
- Given that the wide range of Graduate/Professional programs offered at the University have significantly less standardization in their instructional delivery models and practices, this policy allows campuses offering Graduate/Professional programs to use the 72 hours deadline or establish alternative grade submission deadlines for courses offered in these programs. This Policy shall supersede and override all grading deadline policies currently in effect at CUNY colleges and schools.

F-Repeat Policy

04/23/1990, 12/14/1990, 9/19/1994, 2/23/2004

GUIDELINES

IMPLEMENTING UNIVERSITY POLICY REGARDING COMPUTING "F" IN THE GRADE POINT AVERAGE

RESOLVED, When an undergraduate student receives the earned academic grade of "F" or an administrative failing grade, and that student subsequently retakes that course and receives a grade of "C" or better, the initial grade of "F" will no longer be computed into the Grade Point Average. The "F" will remain on the transcript. The number of failing credits that can be deleted from the Grade Point Average shall be limited to 16 for the duration of the student's undergraduate enrollment in the institutions of The City University of New York. This policy shall be effective September 1, 1990 at all Colleges of The City University of New York. [Policy approved by the Board of Trustees on April 23, 1990]

1. This resolution is applicable only to grades of "F" and to those administrative grades that cause zero quality points to be averaged into the calculation of the cumulative Grade Point Average: WU, WF, U, FAB, FIN, and FPN. [For the purposes of these guidelines, "F" shall refer to earned failing grades and administrative failing grades.]

2. This resolution limits to 16 the number of failing credits that may be deleted from the calculation of the cumulative Grade Point Average. All "F"s will remain on the student's transcript. Unless otherwise approved by the Board of Trustees, a grading policy approved at an individual College cannot override: 1) a student's right to have the grade of "F" deleted from the calculation of the cumulative Grade Point Average once a grade of "C" or better has been earned for the same course, and 2) the total of 16 failing credits that may be deleted.

3. This resolution applies to grades of "C" or better received for courses re-taken in the semester/quarter beginning September 1, 1990 and thereafter; such grades of "C" or better will replace of grades of "F" earned at the same institution and previously calculated into the cumulative Grade Point Average. Students replacing grades of "F" earned before September 1, 1984 must receive the approval of the appropriate faculty committee.

4. A failing grade may not be partially deleted from the calculation of the cumulative Grade Point Average. Residual credits from the original limit of 16 may be applied to the deletion of credits of "F" from the computation of the cumulative Grade Point Average only if the residual credits are equivalent to (or exceed) the number of failing credits to be deleted for a specific course. (For example, if a student has used 14 credits of the 16 credit limit and subsequently earns a grade of "C" or better to replace a failing grade in a 3 credit course, the original grade of "F" will continue to be calculated in the cumulative Grade Point Average; however, if that student subsequently earns a grade of "C" or better to replace a failing grade in a 2 credit

courses have been retaken and passed with grades of "C" or better. For the deletion to take place, the student must be currently enrolled in the college where the grade of "F" was originally earned. Colleges should implement an effective procedure that deletes the failing grade from the calculation of the cumulative Grade Point Average once a student receives a grade of "C" or better, provided that the 16 credit limit has not been exceeded. It is the responsibility of the student to petition the registrar if he or she does <u>not</u> wish the failing grade to be deleted from the cumulative Grade Point Average. Such a request may be made at any point from the time of second enrollment in the course provided that the student is enrolled in the college.

12. Except as provided herein, the 1985 "Uniform Grading Symbols: Glossary and Guidelines" remains in effect.

13. Colleges shall promulgate these guidelines in the Bulletin and in other appropriate publications.

12/14/90

GUIDELINES

IMPLEMENTING UNIVERSITY POLICY REGARDING
COMPUTING "F" IN THE GRADE POINT AVERAGE

RESOLVED, When an undergraduate student receives the earned academic grade of "F" or an administrative failing grade, and that student subsequently retakes that course and receives a grade of "C" or better, the initial grade of "F" will no longer be computed into the Grade Point Average. The "F" will remain on the transcript. The number of failing credits that can be deleted from the Grade Point Average shall be limited to 16 for the duration of the student's undergraduate enrollment in the institutions of The City University of New York. This policy shall be effective September 1, 1990, at all colleges of The City University of New York. (Policy approved by the Board of Trustees on April 23, 1990)

1. This resolution is applicable only to grades of "F" and to those administrative grades that cause zero quality points to be averaged into the calculation of the cumulative Grade Point Average: WU, WF, U, FAB, FIN, and FPN. (For the purposes of these guidelines, "F" shall refer to earned failing grades and administrative failing grades.)

2. This resolution limits to 16 the number of failing credits that may be deleted from the calculation of the cumulative Grade Point Average. All "F"s will remain on the student's transcript. Colleges may seek variances to this policy so long as they preserve the student's right, within a limited number of courses, to delete from the GPA a failing grade after retaking that course and receiving a better grade. Such variances shall be submitted as resolutions for the Special Actions section of the University Report.

Resolutions seeking variances shall take the following form:

> RESOLVED, that the Board of Trustees of The City University of New York authorize [name of college] to adopt the following variance on the University F-Grade Policy, effective [date]:
>
> [Specify proposed variance.]
>
> EXPLANATION: [The explanation should be brief and should include the date of approval by the appropriate college governance body.]

3. This resolution applies to grades of "C" or better received for courses retaken in the semester/quarter beginning September 1, 1990, and thereafter; such grades of "C" or better will replace grades of "F" earned at the same institution and previously calculated into the cumulative

Grade Point Average. Students replacing grades of "F" earned before September 1, 1984, must receive the approval of the appropriate faculty committee.

4. A failing grade may not be partially deleted from the calculation of the cumulative Grade Point Average. Residual credits from the original limit of 16 may be applied to the deletion of credits of "F" from the computation of the cumulative Grade Point Average only if the residual credits are equivalent to (or exceed) the number of failing credits to be deleted for a specific course. (For example, if a student has used 14 credits of the 16-credit limit and subsequently earns a grade of "C" or better to replace a failing grade in a 3-credit course, the original grade of "F" will continue to be calculated in the cumulative Grade Point Average; however, if that student subsequently earns a grade of "C" or better to replace a failing grade in a 2-credit course, the original grade of "F" may be deleted from the computation of the cumulative Grade Point Average.)

5. In order for a grade of "C" or better to replace a grade of "F" in the calculation of the cumulative Grade Point Average, repetition of the course must take place at the same college where the failing grade was originally received.

6. This resolution specified that the limit of 16 credits applies to the period of a student's enrollment at CUNY. Whether students remain at a single college or transfer from one CUNY college to another, no more than 16 credits of failing grades may be replaced in the calculation of their cumulative Grade Point Average. Should the 16-credit limit have been reached during the student's enrollment at one college, the student will not be permitted to replace failing credits in the Grade Point Average at the second college. Should the student cease to enroll at a CUNY college and subsequently enroll at the same or another CUNY college (whether for the same or another degree), the number of failing credits replaced in the calculation of the Grade Point Average during the previous enrollment should be subtracted from 16 in order to determine how many failing credits may be replaced during the subsequent enrollment.

7. If a student has received two or more "F"s for the same course and subsequently earns a "C" or better, the initial "F"s will, subject to the 16-credit limit, be deleted from the calculation of the cumulative Grade Point Average, and the total number of credits of "F" deleted will be charged against the 16-credit limit.

8. When a student, by choice, has taken a course on a pass/fail basis and earned an "F" for that course, the student must subsequently receive a grade within the range from "C" to "A" in order for the initial "F" to be deleted from the calculation of the cumulative Grade Point Average.

9. When course numbers or titles have changed in the period between the student's earning the initial "F" and repeating the course, but the content of the course remains the same, routine campus procedures should be followed for deleting the "F" from the calculation of the cumulative Grade Point Average. When course content has changed (as indicated in the Bulletin) in the period between earning the initial "F" and repeating the course, or when students have been permitted to substitute an equivalent course for the one originally failed, the declaration of course equivalency for the purpose of deleting the "F" from the calculation of the cumulative Grade Point Average will be at the discretion of the appropriate departmental or college committee.

10. The Grade Point Average calculated on the basis of this policy is to be used for the purposes of retention at and graduation from the College, as well as transfer within the University. When the calculation of a student's cumulative Grade Point Average is one of the factors that determine admission to and continuance in a major or concentration, the cumulative Grade Point Average used in departmental procedures should be consistent with the April 1990 Board Resolution. However, if admission to and continuance in a major are determined by the student's Grade Point Average in a limited subset of courses, that partial Grade Point Average may be calculated in whatever manner is specified by the program faculty.

11. This resolution is intended to effect the deletion of the first 16 failing credits calculated into the cumulative Grade Point Average once those courses have been retaken and passed with grades of "C" or better. For the deletion to take place, the student must be currently enrolled in the college where the grade of "F" was originally earned. Colleges should implement an effective procedure that deletes the failing grade from the calculation of the cumulative Grade Point Average once a student receives a grade of "C" or better, provided that the 16-credit limit has not been exceeded. It is the responsibility of the student to petition the registrar if he or she does not wish the failing grade to be deleted from the cumulative Grade Point Average. Such a request may be made at any point from the time of second enrollment in the course provided that the student is enrolled in the college.

12. Except as provided herein, the 1985 "Uniform Grading Symbols: Glossary and Guidelines" remains in effect.

13. Colleges shall promulgate these guidelines in the Bulletin and in other appropriate publications.

14. Nothing in this policy shall affect a college's freedom to limit or control access to courses for which enrollment demand exceeds places available.

15. Students should be advised that State and Federal financial aid is not available for the repetition of courses for which students have already received any credit (a D or better). Thus, if a student repeats a course in which he or she originally received a D, the student must be enrolled in courses carrying at least 12 hours of credit in addition to the repeated course to qualify for financial aid as a full-time student. Similarly, credits received in repeated courses, which students have already passed, cannot be counted as credits attempted or completed under the pursuit and progress requirements for the State Tuition Assistance Program.

Revised 9/19/94

F-Repeat policy implementation for courses taken on ePermit

When CUNY Permit students withdraw completely from classes at both the host and home colleges if the PERM message course on the term record remains with no grade assigned the r2t4 process does not consistently recognize these students as completely withdrawn. CUNY Board of Trustees resolved that the grades earned for ePermit coursework shall appear on the student's academic transcript at the home college and be included in the calculation of the student's semester and overall grade point averages. This policy applies to all earned grades as well as to administrative designations. (BTM,2004,02-23,004, A) Therefore all grades A – Z must be recorded on the home college transcript. Furthermore, when a student has withdrawn from a host college course, either officially, unofficially, or administratively, the home college must record the W series grades assigned by the host college on the PERM message course in addition to the specific course equivalent recorded in other credits. W series grades include WD, WN, W, WU, WA.