



Office of the University Registrar

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Policies & Procedures

Uniform Grade Symbols: Glossary and Guidelines Effective Fall 2008

MEMORANDUM

July 1, 2008

TO: 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 Provosts of the Colleges

FROM: Annamarie Bianco, University Registrar

RE: CUNY Uniform Grade Symbols: Glossary and Guidelines

This memorandum is being issued to inform you that the Committee on Academic Policy and Program Review recommended, and the University Board of Trustees passed, a resolution that affects the CUNY Uniform Grade Symbols: Glossary and Guidelines. Attached to this memorandum is the CUNY Uniform Grade Symbols and Guidelines document, effective Fall 2008.

Notable revisions to the Uniform Grade Symbols and Guidelines include the establishment of a WN grade and the discontinuance of the ABS, FAB, and FPN grades.

The establishment of a WN grade will provide necessary information concerning attendance which is a requirement of Federal Title IV regulations for the disbursement of financial aid to students. The new WN grade will reduce Federal A-133 audit findings related to R2T4 (Return to Title IV) requirements for unofficial withdrawals. The WN grade is being introduced in order to clearly differentiate between two groups of students: students who attended at least one class and unofficially withdrew (they would receive a WU grade) and students who never attended any classes (these students would receive the new WN grade). The new WN grade will make it easier for faculty to grade appropriately and for colleges to perform the R2T4 calculations more quickly and with better accuracy. Additional implementation guidelines will be forthcoming.

Furthermore, with the implementation of CUNYFIRST it is necessary that only one lapse grade be assigned to students who do not complete required course work. Therefore, the INC (incomplete) and FIN (F grade when the INC lapses into a final F) grading symbols will replace ABS, FAB, and FPN which will be discontinued. The definition of 'PEN' (pending) is

revised so that its use will be restricted to pending grades that do not automatically lapse to an F (FPN) and for the implementation of the Board's Academic Integrity Policy whereby colleges must hold a student's grade in abeyance while pending the outcome of the college's academic review process.

For additional information, please see the policy documentation in the June 23, 2008 Board of Trustees minutes at www.policy.cuny.edu. If you have any questions on the uniform grade glossary, please contact me at Annmarie.Bianco@mail.cuny.edu or 212-290-5715.

Cc: Chancellor Matthew Goldstein
Cabinet
University Dean Robert Ptachik
University Dean of Institutional Research and Assessment
University Office of Student Financial Aid
The Vice Presidents of the Colleges
The College Registrars

Attachment: Uniform Grading Symbols: Glossary and Guidelines

UNIFORM GRADING SYMBOLS: GLOSSARY AND GUIDELINES

- I. 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.

GLOSSARY

Grade	Explanation	Quality Points
A+	Exceptional	4.00
A	Excellent	4.00
A-		3.70
B+		3.30
B	Good	3.00
B-		2.70
C+		2.30
C	Satisfactory	2.00
C-		1.70
D+		1.30
D	Passing	1.00
D-		0.70
F	Failure/Unsuccessful Completion of Course	0.00
P	Pass	-
S	Satisfactory	-
U	Unsatisfactory	0.00
CR	Credit Earned	-
H	Honor (Hunter College School of Social Work only)	-
W	Withdrew	-
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.	-

WF	Withdrew Failing	0.00
WN	Never Attended	0.00
WU	Withdrew Unofficially (Student attended at least one class session)	0.00
NC	No credit granted. (Restricted to regular and compensatory courses. This grade can also be used by colleges for other administrative actions such as disciplinary dismissals.)	-
R	Course must be repeated; minimum level of proficiency not attained. (Restricted to noncredit, remedial, and to developmental courses.)	-
INC	Term's work incomplete.	-
FIN	<u>E</u> from incomplete – to be used when the INC grade lapses to an F grade.	0.00
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.	-
PEN	Grade pending.	
Y	Year or longer course of study must continue to completion.	-
SP	Satisfactory progress – restricted to thesis and research courses requiring more than one semester for completion.	
AUD	Auditor, Listener.	

The 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.

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

Discontinued Grades

The 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 purposes of computation on existing transcripts.

Grade	Explanation	Quality Points	Effective Date of Removal
WP	Withdrew passing. (This grade is now redundant. The "W" grade is not considered a failure.)	-	9/1/76
K	Condition course completed. (This is not a grade.)	-	9/1/76
G	Good. (At LaGuardia Community College only. No longer in use.)	3	9/1/76
E	Excellent. (At LaGuardia Community College only. No longer in use.)	4	9/1/76
NF	Failure in a non-academic course. (At York College only. No longer in use.)	0	9/1/76
J	Failure for non-academic reasons. (No longer applicable.)	0	9/1/76
X	Non-punitive failure.	-	9/1/76
H	Honors. (Used only at Richmond College and only for students who began in Spring 1975 or earlier.)	4	9/1/76
ABS	Absent from the final; make-up exam permitted.	-	09/2008
FAB	<u>F</u> from absent –used when the ABS grade reverts to an F grade.	0.00	09/2008

FPN	<u>F</u> from pending –used when the PEN grade reverts to an F grade.	0.00	09/2008
*	Current course registration/course in progress	-	4/27/80

- II. 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 Form A due date. Clerical, computer or professional errors are not to be considered a part of the historical record and should be deleted.
- III. **Students who officially withdraw during the program adjustment or refund period will have no grade including “W” recorded.** The program adjustment period established by each unit may not exceed the official refund period.
- IV. All courses or credits for which the student is officially registered after the program adjustment period shall be considered “attempted credits.”
- V. **A withdrawal after the program adjustment period will be assigned the grade of “W” (Withdraw) or “WF” (Withdraw Failing) or “WU” (Withdraw Unofficially, Student attended a minimum of one class) or “WN” (never attended class) depending upon the determination of the individual unit of the University. Students who officially withdraw after the official refund period, but prior to the end of the designated withdrawal period (before two-thirds of the semester has elapsed) will have a grade of “W” (withdrew) recorded. After that period, however, with special permission to withdraw by faculty and/or appropriate college committee, a grade of “W” or “WF” (withdrew-failing) may be recorded.**
- a. **A grade of “W” is assigned to students who officially drop a class after the refund period and prior to the tenth week of the semester**
 - b. **A grade of “WN” is to be assigned to students who never attended and did not officially withdraw**
 - c. **A grade of “WU” is to be assigned to students who attended a minimum of one class, stopped attending, but did not officially withdraw**
 - d. **A grade of “WF” is an official withdrawal initiated by the student or the college indicating that a student was failing the course at the time of withdrawal**

- VI. The grade of “W” is awarded only when it is clear that the student has good and sufficient reasons for withdrawing from the courses.
- VII. The “W” and “WF” grades are official withdrawals and documentation as to when the withdrawal occurred must be available at the college.
- VIII. The “WF”, “**WN**” and “WU” grades are not to be used interchangeably. These grades have a zero value in the quality points index, but the “WF” is an official withdrawal initiated either by the student or the college.
- IX. The grade of “INC” lapses to an “FIN” grade, according to a deadline established by the individual units of the University but no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session. Students who have officially withdrawn from a college and have these grades may be exempted from the limitations.**

The grade of “INC” (Incomplete) should be given by the instructor in consultation with the student with the following guidelines:

- a. **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 Session**
- b. **when a student has been absent from the final exam and a make-up exam is scheduled no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session**
- c. **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.

- X. 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. The PEN grade will not lapse to FPN; final determination of a**

grade will depend on final evaluation by the instructor or the outcome of the college's academic review process.

- XI. The grades of "NC" and "R" represent non-punitive failures indicating unsatisfactory completion of the course. The "R" grade is restricted to noncredit remedial courses and developmental courses; the "NC" grade is restricted to regular courses 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 points index nor may it be used in lieu of incomplete or withdrew grades.
- XII. 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.
- XIII. For the purpose of 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**", "WF" "**WN**", and "WU" shall signify that the course has not been completed. All other grades, with the exception of the "AUD" grade, shall signify that the course has been completed.
- XIV. 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.
- XV. Any notation regarding a student's probationary status appears only on the nonpublic (or notes) section of the transcript.