Date: July 16, 2013  
To: Hunter College Faculty  
From: Marilyn Daley-Weston, Registrar  
Re: Summer 2013 – Grade Roster Information

Grade Rosters for courses that ended on 7/15 or prior may be submitted Wednesday, July 17 through Monday, July 22, 2013. There will be NO EXTENSION to the July 22nd deadline. All grades have to be submitted via CUNYfirst.

Instructors should refer to the “Quick Guide: Entering Grades and Using Grade Roster – V2” This updated guide contains important changes in the grading process which are effective for Summer 2013 and beyond. Please check carefully on these changes by clicking on the below link

http://www.hunter.cuny.edu/cunyfirst/repository/files/QG_enter_grades.pdf

Please check the Hunter CUNY First website http://www.hunter.cuny.edu/cunyfirst/faculty-and-staff/cunyfirst-training-and-support for additional assistance including workshops


The Grade Roster system will be available from 9:00 AM on Wednesday, July 17th and it will end at 11:59 PM on July 22nd. Grades will be available to students through CUNY First, the day after they are marked as “approved” by the Instructor.

Don’t get zeed out. The deadline for Summer 2013 grade submission is 48 business hours after your final exam. The Grade Roster system will not be available after July 22, 2013. If grades are not submitted by this date, you may have to complete individual Change of Grade forms for each student's grade.

Grading Systems

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>GPA VALUE</th>
<th>UNDERGRADUATE GRADE SCALE %</th>
<th>GRADE SCALE CR/NC</th>
<th>LETTER GRADE</th>
<th>GPA VALUE</th>
<th>GRADUATE GRADE SCALE %</th>
<th>SCHOOL OF SOCIAL WORK</th>
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</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>97.5 -100</td>
<td>CR 70.0 -100</td>
<td>A+</td>
<td>4.0</td>
<td>97.5 -100</td>
<td>H = Honors</td>
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<tr>
<td>A</td>
<td>4.0</td>
<td>92.5 -97.4</td>
<td>A  90.0 -92.4</td>
<td>A</td>
<td>4.0</td>
<td>92.5 -97.4</td>
<td>CR = Credit</td>
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<tr>
<td>A-</td>
<td>3.7</td>
<td>90.0 -92.4</td>
<td>A- 87.5 -89.9</td>
<td>A-</td>
<td>3.7</td>
<td>90.0 -92.4</td>
<td>NC = No Credit</td>
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<tr>
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<td>3.3</td>
<td>87.5 -89.9</td>
<td>B+ 82.5 -87.4</td>
<td>B+</td>
<td>3.3</td>
<td>87.5 -89.9</td>
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<tr>
<td>B</td>
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<td>82.5 -87.4</td>
<td>B  80.0 -82.4</td>
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<tr>
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<td>77.5 -79.9</td>
<td>B- 75.0 -77.4</td>
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<td>0.0 -69.9</td>
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</tbody>
</table>

Y - Year or longer course of study must continue to completion -- restricted to clinical/practicum courses in Health Science programs or Independent/Honor courses. “Y” grades are changed via Grade Change Forms, after year long course is completed.

SP - Satisfactory Progress (graduate only) - Used only for research courses when a thesis has not been completed but progress has been made.

P - Satisfactory completion of a graduate thesis course or graduate research equivalent.

INC - INCOMPLETE - Student for valid reason does not complete the work assigned (including final exams, papers etc.) and in your view has a reasonable chance to pass the course.

AU - AUDITOR

The student must have requested the status of auditor at the start of the semester. If a student in your course officially applied for auditor's status, a grade of "AU" will appear in the grade column. This grade cannot be assigned by the instructor.
**W - OFFICIAL WITHDRAWAL**

If a student in your course OFFICIALLY withdrew, a grade of "W" will appear in the grade column.

**WA - ADMINISTRATIVE WITHDRAWAL**

Student did not comply with immunization requirements. **THE STUDENT MUST COMPLY WITH IMMUNIZATION REQUIREMENTS or the "WA" GRADE WILL BE PERMANENT - NO GRADE CHANGES WILL BE ALLOWED.**

**WU - UNOFFICIAL WITHDRAWAL**

If a student stopped attending your course and a pre-marked "W" does not appear in the grade column, a "WU" grade should be assigned. Equivalent to "F".

**PEN - PENDING** – This grade should only be used if a student is being investigated for Academic Dishonesty. A “PEN” grade will be posted to the student’s record in CUNY First.

**CR/NC** – These grades should only be used in accordance with the Credit/No Credit Grade Policy (must be requested by student).

**WN** - This grade should be assigned if the student NEVER attended your course.

**Students not listed on roster:** If a student in your class does not appear on the roster, please refer the student to The OASIS, Room 217 North. Until the student is actually registered, you will be unable to assign a grade.

If you have any questions regarding the above procedures, you may send an e-mail to webgrade@hunter.cuny.edu or call us at 212-650-3430.

Eija Ayravainen, Vita Rabinowitz, Deans, Chairs