ACADEMIC POLICIES AND REGULATIONS

CHANGE OF NAME OR ADDRESS

If you are changing your name, address, or ID number, you must submit a “change of name, address or ID” form. Forms are available in the OASIS, Room 217 Hunter North. In the case of a change of address, the post office at the former address should be notified to forward the mail.

WITHDRAWAL FROM COURSES

Any course from which a student officially withdraws after the third week of courses and before Monday of the 10th week of the term will be recorded as W, indicating that the withdrawal was without prejudice. Official withdrawal is accomplished by filing a withdrawal application in the OASIS, Room 217 HN, on or before the deadline. A student should notify the graduate adviser of any such course withdrawal.

After the 10th week of the term, all official withdrawals must have the approval of the graduate adviser on an official withdrawal form and be recommended for documented reasons of illness or serious personal emergency. Unofficial withdrawal will result in a grade of WU.

GRADES

Effective fall 1996, grades in graduate courses are reported as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Quality Points (GPA Index)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97.5 – 100%</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>92.5 – 97.4%</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90.0 – 92.4%</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87.5 – 89.9%</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>82.5 – 87.4%</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80.0 – 82.4%</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77.5 – 79.9%</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>70.0 – 77.4%</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>77.0 – 69.9%</td>
<td>0</td>
</tr>
</tbody>
</table>

P = Satisfactory completion. Used only for the thesis research or equivalent course where required in the particular graduate program.

IN = Incomplete
SP = Satisfactory progress – restricted to thesis and research courses requiring more than one semester for completion
W = Official withdrawal (without prejudice)
WU = Unofficial withdrawal (counts as failure)
WA = Administrative withdrawal

In the School of Social Work the H/CR/NC grading system is mandatory. These grades, which carry no quality points, are assigned as follows:

H = Honor
CR = Credit
NC = No credit

The assignment of traditional letter grades in the School of Social Work may be arranged by consultation with the instructor at the beginning of each semester. A grade of Credit includes acceptable graduate-level work equivalent to a B or an A. The grade of Honor, rarely given, signifies unusual or outstanding work, well above the A level.

Students shall not be permitted to repeat courses in which they have previously received a grade of B or better. Courses in which a grade of C is earned may be repeated only with departmental permission. Credit for the repeated course will be counted in the GPA, but not toward graduation.

Minimum GPA for Retention

Both matriculated and nonmatriculated graduate students must maintain a minimum cumulative GPA of 3.0 to remain at Hunter College. Students whose grades fall below this standard are required to raise their GPAs to at least 3.0 within one semester.

After the posting of grades, the registrar’s office will notify graduate advisers of students whose GPAs fall below 3.0. Those students will receive warning notices that they have one probationary semester in which to raise their GPAs. Students who fail to raise their averages sufficiently will be dropped from their programs.

Students are placed on probation and are dismissed at the end of each fall and spring semester.

appeals Procedure for Students on Probation

1. Student appeals shall be made in writing to the dean of the appropriate school, who will forward copies to the appropriate graduate adviser. Appeals must be received no later than the first day of classes of the following semester.

2. Upon receipt of this written letter of appeal, the dean shall convene a probation appeals committee composed of representatives from the graduate programs in the appropriate school, to include the graduate adviser from the appropriate program or a comparable program representative.

3. The specifically constituted probation appeals committee shall meet to review each case and shall produce a written report stating the grounds for its decision. Copies of this report shall be sent to the student, to the dean, and to the student’s file. The decision of this committee is final. If the appeal is successful, the committee shall send official notification to the registrar that the student will be retained on probation and allowed to register.

4. Student appeals which are received by the first day of classes shall be handled with dispatch in order that the student may register within the period of late registration without payment of late registration fee.

Minimum GPA for Graduation

Students will not qualify for a graduate degree, diploma or certificate unless, by the time of graduation, they achieve a cumulative GPA of 3.0 (B) in all graduate work taken at Hunter.

Incomplete Work in Course

Instructors may assign the grade IN, meaning that course work (examinations, assignments, classwork, lab work) was not completed. For an IN grade to be changed to a letter grade, all required coursework must be completed within one year after the IN grade is entered. If not changed to a letter grade within one year, the IN grade will become permanent. Penalties for lateness that were previously established for the course will remain in effect.

Students will have a maximum of one year to complete required course work, whether or not they are in attendance. Instructors and departments may choose to have makeup final examinations administered by the college. Such examinations will be given before the Monday of the seventh week of the following semester. It is the
responsibility of the student who must take a makeup examination to
determine from the instructor or department whether the exam will
be administered by the college, and to file the appropriate form and
pay any required fee by the deadline specified by the college.

Credit

In general one credit represents 15 semester hours of classroom work
or 30 semester hours of laboratory work, or the equivalent. Students
are automatically classified as full-time during any given semester if
they are taking 12 credits. They may be certified as full-time if they are
taking fewer than 12 credits but are pursuing additional academic
work that is required for the degree and that amounts to full-time
study, such as preparing for comprehensive examinations, writing a
thesis, teaching on a fellowship, student teaching or undertaking an
internship or fieldwork under faculty supervision. Students who believe
they qualify for certified full-time status and wish to protect their sta-
tus as full-time students because of eligibility requirements for financial
aid must ask their graduate advisers to verify the full-time nature of
their academic work and to make a recommendation on this matter to
the registrar prior to the beginning of classes of each semester.

Notification

This catalog is published every three years, and some of the material
may become outdated. For updated information, please contact the
Office of the Registrar or the specific school or department of interest.

ACADEMIC HONESTY

Any deliberate borrowing of the ideas, terms, statements, or knowl-
dge of others without clear and specific acknowledgement of the
source is intellectual theft and is called plagiarism.

It is not plagiarism to borrow the ideas, terms, statements, or
knowledge of others if the source is clearly and specifically acknowl-
edged. Students who consult such critical material and wish to
include some of the insights, terms, or statements encountered must
provide full citations in an appropriate form.

APPEALS – GRADES

When a student considers a final course grade unsatisfactory, the stu-
dent should first confer with the instructor regarding the accuracy of
the grade received. This conference should be held within the first
due weeks of the semester following receipt of the grade. At this
time, errors may be corrected. If the grade is not an error, the student
and instructor must together review all class material pertinent to the
grade. If the student is not satisfied, or the instructor does not confer
with the student within the first three weeks of the semester, the stu-
dent should promptly contact the department chair by submitting a
written appeal, consisting of a statement giving the factual reasons and
basis for the complaint. The student has the right to request in writ-
ing that the chair appoint a student as a member to the department/
school Grade Appeals Committee. This appeal at the department/
school level must be submitted within the first five weeks of the
semester following receipt of the grade, in accordance with the
"College-wide Grade Appeals Procedures" adopted by the Senate in
fall 1985. Copies of this procedure may be obtained in the Senate
Office, the Office of Student Services, or departmental offices.

Students appealing a grade to the School of Nursing or the
School of Health Sciences should direct the appeal to the director of
the school. Students appealing a grade to the School of Social Work
should direct the appeal to the dean of the school, who shall carry
out the responsibilities of the department chair.