ACADEMIC POLICIES AND REGULATIONS

Students are expected to be familiar with the various requirements and procedures as given in this catalog and to follow them.

The Hunter College Senate, with authority granted to it by the CUNY Board of Trustees, determines all academic rules and regulations and approves all curricula. The Senate publishes the Senate News Bulletin to announce changes in rules and regulations.

Students should also consult the Registrar’s website for any changes in regulations: www.registrar.hunter.cuny.edu

Students who believe that their individual circumstances warrant a variance from the rules and regulations listed in this catalog must proceed to obtain permission from the appropriate college authority. Only through the procedures listed below are such variations permitted. Students should obtain written documentation for any such variations. Students should be wary of informal advice or undocumented claims that they can be exempt from any college rules.

1. Inquiries concerning college regulations in general should be directed to the Office of Student Services. Appeals for administrative exceptions to academic rules and regulations (for example, exceptions to approved academic program loads) are heard in the Office of Student Services.

2. Inquiries concerning the major and minor should be directed to the departmental advisor in the major department or program.

3. Inquiries concerning the GER Core Requirement and the Foreign Language Requirement should be addressed to the appropriate departmental advisor or an advisor in the Office of Student Services. (Note: Students who matriculated prior to fall 2001 and follow the regulations for the Distribution Requirement should also see a departmental advisor or an advisor in the Office of Student Services.)

4. Authorization for substitutions for specific Pluralism & Diversity course requirements must be made by the Senate’s GER Appeals Committee. Students should consult the procedure for appeals outlined on p.57 and go to the Office of the Hunter College Senate, Room 1018E, to obtain the proper forms for filing an appeal.

5. The procedure for Grade Appeals appears on p.61.

Every student is obliged to determine that all requirements for the degree have been met before the date of graduation. No changes may be made to the student record transcript after the graduation date. Any “STOPS” not cleared by the graduation date will result in the withholding of diploma and transcripts. Incomplete (IN) grades received in the final semester must be completed by the graduation date. If not, an application for graduation for the following semester must be filed with the Graduation Audit Unit of the Registrar’s Office.

Students who are uncertain about the interpretation of any matter may learn under whose authority the matter rests by inquiring in the Office of Student Services. This catalog covers the general academic requirements consonant with earning a degree at Hunter College when this catalog went to press in 2004. Students are responsible for knowing all current regulations.

Grading System

Students are to be graded in courses according to the traditional system of letter grades (A, B, C, D and F).

Retention Standards The Board of Trustees has mandated uniform student retention standards for all the colleges that are part of the City University system. Under these standards, decisions about whether or not students may continue in a CUNY college are made on the basis of the grade point average (GPA). In order to make these decisions, course grades are assigned quality points (which count toward the GPA), as shown in the following table:

<table>
<thead>
<tr>
<th>Quality Points</th>
<th>Grade Definition</th>
<th>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>B+</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>C+</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>D</td>
<td>70.0 - 77.4%</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>60.0 - 69.9%</td>
<td>1.0</td>
</tr>
<tr>
<td>CR</td>
<td>0.0 - 59.9%</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Credit/No Credit A system based on the non-letter grades of Credit/No Credit, where Credit is the equivalent of A, B or C and No Credit is the equivalent of D or F. Credit/No Credit grades are not averaged into the GPA; course requirements are the same as in the traditional grading system.

ALERT/NOTE: OTHER COLLEGES, GRADUATE SCHOOLS, PROFESSIONAL SCHOOLS, SERVICES and EMPLOYERS MAY LOOK WITH DISFAVOR UPON THE USE OF THE CREDIT/NO CREDIT GRADING OPTION AND MAY EVEN CONVERT CREDIT TO C AND NO CREDIT TO F FOR THEIR PURPOSES.

ALERT/NOTE: ELIGIBILITY FOR SOME FINANCIAL AID GRANTS MAY BE AFFECTED BY THE CHOICE OF CREDIT/NO CREDIT GRADES. THIS MUST BE CHECKED BY STUDENTS BEFORE THE OPTION OF CREDIT/NO CREDIT GRADES IS TAKEN.

There are certain restrictions about how and when the student may choose the Credit/No Credit system:

a) A maximum of four courses (including repeated courses) at Hunter College may be taken on a Credit/No Credit basis excluding remedial/developmental courses and any courses with mandatory CR/NC grading.

b) Credit/No Credit grades are not allowed for students on probation.

c) When a student chooses the Credit/No Credit option and earns a D as the final grade, the student may choose to receive either the D or a grade of No Credit.

d) If (as a result of a student’s request) a Credit/No Credit is given where it is not an allowed grade according to existing regulations, it will be converted to a letter grade by the Registrar’s Office. Credit grades will be changed to C; No Credit grades will be changed to F.
Retention and Probation—Undergraduate The grade point average earned over the total period of a student’s attendance indicates the adequacy of each student’s scholarship. Below you will find minimum standards for retention and probation. Students who fail to achieve the required academic standards will be placed on academic probation. During this probationary period students who make satisfactory academic progress will continue to maintain their academic standing with the college and their concurrent eligibility for financial aid. Students who fail to achieve the required academic standards while on probation will be dismissed from Hunter College and the university system. Reminder: Academic requirements are the student’s responsibility. A student is automatically on probation when he/she fails to achieve the required standards, whether he/she has received notification of such probation from the college or not. Therefore, always be aware of your cumulative GPA. Students on academic probation should visit the Center for Student Achievement, C001 Hunter North.

The following table shows the minimum grade point average which each undergraduate student must meet:

<table>
<thead>
<tr>
<th>Total Credits Earned</th>
<th>Minimum Cumulative GPA (Index)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-12</td>
<td>1.5</td>
</tr>
<tr>
<td>13-24</td>
<td>1.75</td>
</tr>
<tr>
<td>25+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Hunter’s normal probation appeals procedure will continue to consider individual cases and to make such exception to these policies as circumstances may warrant.

Students dropped from the college may not be readmitted until they have been separated from the University for at least one semester or equivalent calendar time. Students must obtain an application for readmission at the OASIS, 203 Hunter North. Students who are separated from the college may not enroll for credit-bearing courses in any unit of the University in any status.

Dismissal from the College and the City University Students who fail to achieve the required academic standards will be placed on academic probation. Students who fail to achieve the required academic standards while on probation will be dismissed from Hunter College and the CUNY system.

Students may appeal an academic dismissal and should discuss the preparation of such an appeal with an academic adviser in the Office of Student Services, 1119 Hunter East. The Senate Committee on Student Standing reviews all appeals and makes the final determinations.
Tuition and fees will be refunded to a student who is dismissed for failure to meet the required academic standards after having registered.

Students who withdraw from the college when their GPA is below the required academic standards will be automatically dismissed from the university. Students who have been dismissed or who have withdrawn when their GPA is below required academic standards may not be readmitted until they have been separated from the university system for at least one fall or spring semester. Students who wish to apply for readmission after separation of one or more semesters must file an application at the Office of Admissions, 203 Hunter North. Applications must be filed at least three months prior to the beginning of the semester in which the student plans to re-enter.

Until such time as they are eligible to apply for readmission, students who are separated from the university may not enroll for credit-bearing courses in any unit of the university in any status.

Incomplete Work in Course When a student for valid reason does not complete the work assigned in a course (including the final exam, papers, etc.) and in the view of the instructor still has a reasonable chance to pass the course, the student shall be given the grade IN (incomplete). The student must explain the reason to the instructor or, in the absence of the instructor, to the department chair and arrange a schedule for making up the missing coursework. These steps must be taken as soon as possible and no later than the end of the second week of the following semester. The student shall then be given the opportunity to complete the course without penalty beyond previously established penalties for lateness.

The length of time permitted for completing missing coursework remains at the discretion of the instructor and shall be indicated in writing to the student, but shall not extend beyond the end of the semester following the one in which the course was taken. Unless the student submits the work by the date specified by the instructor, the grade will automatically become FIN on the student’s permanent record. (Under certain circumstances, where the student must repeat class sessions or laboratories in a course not given during the following semester, the FIN grade may later be converted to the appropriate letter grade.)

Instructors and departments may choose to have make-up final examinations administered by the college. Such examinations will be given before Monday of the seventh week of the following semester. It is the responsibility of the student who must take an absentee examination to determine from the instructor or department whether it will be administered by the college, to file the appropriate form and to pay any required fee by the deadline specified by the college.

If the faculty member wishes to extend the deadline for the student to complete the coursework beyond one semester, the faculty member and the student must enter into a written contract clearly specifying the deadline. This contract must be written during the semester following the one in which the course was taken. The student must be aware that the IN grade will change to a FIN grade until the work is completed. The written contract must accompany the change of grade form. If a student has not filed a contract with the faculty member but still wishes to complete the work and have a FIN grade changed, the student can appeal to the Senate Grade Appeals Committee. The appeal must include the reason for failing to complete the work and must be accompanied by a supporting letter from the faculty member who issued the IN grade or, if the faculty member is no longer at the college, from the department chair. Appeals with no endorsement will be denied.

Repeating Courses

1. Students shall not be permitted to repeat a course in which they have received a grade of A, B, C or CR unless that course has been designated as repeatable in the course description of the college catalog.

2. Students may repeat a course in which a D was received. The credit for that course will be applied toward the degree once, but both the grade of D and the second grade earned are calculated in the grade point average. If the course is part of a sequence, it should be repeated before continuing the sequence.

3. A student who has received a grade of D or NC twice (or any combination of these grades) in the same course may reenroll for the course only with the permission of the department offering the course. This rule does not apply to ENGL 120.

4. If a student receives a failing grade (F, WU, FIN) in a course and then retakes that course and receives a grade of A, B, C or CR, the initial failing grade will remain on his/her academic record, but will no longer be computed into the grade point average. A “Failing Grade Course Repeat Form” must be filed in the OASIS, 217 Hunter North.
   • The original course in which the failing grade was received must have been taken after September 1, 1984 and repeated after September 1, 1990.
   • No more than 16 credits may be deleted from the calculation of the cumulative grade point average.
   • If two or more failing grades have been received for the same course and a grade of C, CR or better is subsequently earned, all of the failing grades for that course will be deleted from the grade point average, subject to the 16-credit limit.
   • The 16-credit limit applies cumulatively to courses taken at all CUNY colleges.
   • The repeated course must be taken at the same college as the initially failed course.

School of Nursing In order to be allowed to continue in the nursing major, students must receive minimum grades of C in all required nursing courses. One required nursing course (Generic Pathway: NURS 200, 310, 312, 331, 332, 380, 410, 412, 419, 421; RN Pathway: NURS 379, 380, 381, 384, 480, 482) is repeatable once by students who have received a failing grade. Students who fail a second required nursing course in the sequence may not repeat that course and may not continue in the nursing major. This policy applies even though a grade appeal is in progress.

Note: Other colleges, graduate schools, professional schools, services and employers may calculate a grade point average inclusive of the failing grades. For questions regarding this policy, check with the Office of Student Services.
Other Academic Regulations

Absence of Instructor If a class finds that the instructor is still absent after 10 minutes of the period has elapsed, a representative should be sent to the appropriate department office for instructions. The class should remain until the representative returns.

Academic Calendar and Sessions The fall semester starts approximately September 1, the spring semester starts approximately February 1 and two summer sessions of six weeks begin in June and mid-July. Consult the Schedule of Classes or the Registrar’s web site at http://www.registrar.hunter.cuny.edu for specific starting dates.

Courses are offered from early morning to late evening each semester and in the summer. Students are expected to attend both the fall and spring semesters; students who do not must apply for readmission.

Attendance in the summer program is optional. Students who receive financial aid under the New York State Tuition Assistance Program (TAP) should realize that these awards are available for no more than a total of eight semesters (10 for SEEK). TAP assistance for a summer session will count as one-half a semester; the other half may be used only in a subsequent summer session.

Academic Honesty — Plagiarism Any deliberate borrowing of the ideas, terms, statements or knowledge of others without clear and specific acknowledgment of the source is plagiarism. It is, in fact, intellectual theft. Serious students, scholars and teachers agree that they cannot tolerate plagiarism. It is, of course, plagiarism to borrow the ideas, terms, statements or knowledge of others if the source is clearly and specifically acknowledged. Any conscientious student will, from time to time, consult critical material and may wish to include some of the insights, terms or statements encountered. When this happens, the source must be given full credit. This means listing the source in a footnote and/or appended bibliography andfootnoting all quotations or close paraphrasing, including the page number of the passage in the source.

Plagiarism will result in disciplinary proceedings. A more detailed explanation of plagiarism and the accepted procedures for acknowledging sources is available from the department of English or the office of the Hunter College Senate.

Academic Honesty — Purchase of Written Assignments and “Cheating” Sale of term papers, student essays, reports and other written assignments for use in credit courses is a misdemeanor under section 213-b of the Education Law. This law is interpreted to include material advertised to be used for “research purposes.” The use of material (whether or not purchased) prepared by another and specifically acknowledged. Any conscientious student will, from time to time, consult critical material and may wish to include some of the insights, terms or statements encountered. When this happens, the source must be given full credit. This means listing the source in a footnote and/or appended bibliography andfootnoting all quotations or close paraphrasing, including the page number of the passage in the source.

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Auditing Students are required to file an application in the OASIS, 217 Hunter North, at the time of registration, to obtain permission to audit a course. Auditors must register in the normal manner and pay required tuition and fees. No credit or grade will be given for audited classes. Auditor status cannot be changed to credit status after the closing date for late registration. Likewise, credit status cannot be changed to auditor status after late registration.

Class Attendance All students must report to classes during the first week of classes. Students will lose their place in some classes if they do not attend the first class meeting. (See, for example, the “Notes” for biology and chemistry in the Schedule of Classes.)

The instructor has the right to set attendance requirements for the course, to keep attendance records, and to consider attendance in the calculation of final grades. Such attendance policies will be listed in the course syllabus. Students may not use absence from class as an excuse for not fulfilling all course requirements.

Students who have earned fewer than 15 credits of college-level work are limited in the number of cuts they may take in a course without risking a lower grade, as follows:

- 1-cr course- 2 hrs of cuts
- 2-cr course- 4 hrs of cuts
- 3-cr course- 6 hrs of cuts
- 4-cr course- 6 hrs of cuts (equal to 1 lab period and 1 lecture)
College Calendar: Schedule of Final Examinations A final examination is required in each course at the College during the examination period scheduled by the registrar, except in those courses in which the department has ruled that no examination shall be given. The final examination weeks for the fall semester are: the third week of classes through the last day of class and the third week of classes through the last day of class for the summer session. The final examination period for the spring semester is the last week of classes and the final examination period for the summer session is the last week of classes. For information on absence from final examination for other reasons, see section on Incomplete Work in Course, above.

Access to College Files The Federal Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the right to inspect the student's education records; the right to request the amendment of the student's education records that the student believes are inaccurate or misleading; the right to consent to disclosure of personally identifiable information contained in the student's education records; and the right to request that certain information not be released without his or her prior written consent by filing a letter with the Office of the Registrar. (The complete text of Hunter College's policy on FERPA is in Appendix B.)

Withdrawal from Part of Program The Board of Trustees has ruled that students have until the end of the third week of classes (or during the summer session, the end of the first week of classes) to drop a course without penalty. This period coincides with the refund period. The course will not appear on the student's record. A student may withdraw officially, with a grade of “W,” between the end of the third week of classes and the first day of the tenth week of classes. (During the summer session a student may withdraw officially between the second week of classes and the first day of the fifth week of classes.) To do so, a student should obtain a withdrawal form from the OASIS. After the deadline, official withdrawals will be considered for approval by the Office of Student Services. Approval will be granted only when it is clear that the student has good and sufficient reason for withdrawing. Students should be aware that withdrawal from classes may have an impact on their financial aid. A student should make an appointment with an adviser in the Office of Student Services, 1119 Hunter East, before proceeding with the withdrawal process. The problem often has other solutions.

Unofficial Withdrawal When a student ceases to participate in a course but has not withdrawn officially, the student shall be deemed to have withdrawn unofficially. Evidence of unofficial withdrawal shall include all of the following: failure to attend class for at least four weeks consecutively (or during the summer session, two weeks consecutively) through the end of the semester (the last day of classes); failure to attend the final exam; and failure over this period to meet any other course requirements (e.g., to submit paper assignments and take examinations). The unofficial withdrawal ("WU") by University regulations is equivalent to a grade of F. Cessation of attendance or unofficial withdrawal, may also have negative financial aid consequences.

Withdrawal from College Students who become ill or who experience personal difficulties or a lack of interest that prevents their concentrating on college work, are encouraged to withdraw completely from college. Failure under such conditions can only make an eventual return to college more difficult. Deadlines for such withdrawals are the same as for withdrawals from part of the program (see above).

Such students should make an appointment to see a counselor in the Office of Student Services. Students must return books to the library and all college equipment to the department to which it belongs. Students who are unable to return to Hunter to withdraw in person should write or have someone else write to the Office of Student Services. The letter should contain (1) the name under which the student is registered at Hunter; (2) the Social Security number; (3) the return address and telephone number; (4) the reason for withdrawal, with appropriate documentation (medical, psychological or employee) and the last date of attendance; and (5) a copy of the Bursar's receipt.

Students who stop attending without following the above procedures are considered to have withdrawn unofficially and will receive WUs, which are equivalent to Fs in computing the GPA.

Students whose GPA at the time of withdrawal is below the minimum required for continued matriculation shall be considered as having been dropped for poor scholarship. Students who have withdrawn from the college, officially or unofficially, must apply for readmission in the Office of Admissions, 203 Hunter North, at least three months prior to the semester in which they wish to re-enter.