

Graduate Catalog Language

Withdrawal from Courses

Once you register for a course, it becomes part of your permanent record. If for any reason you do not attend, you must officially withdraw from the course using your CUNYfirst Account before the first day of the tenth week of classes in the fall and spring semesters and by the first day of the fifth week of classes in summer semesters. A grade of W is posted to your record for the course(s) you have withdrawn from. There is no refund of tuition. W grades are not calculated in a student's GPA, however they may adversely affect a student's ability to receive financial aid or impede progress toward degree completion (information regarding the possible effect of withdrawals for students with financial aid can be found on the Office of Financial Aid website). Failure to formally withdraw from a course will result in a grade of WU, which factors into both your semester and cumulative GPA in the same manner as an F grade. All official withdrawals after the official withdrawal period must have the approval of your graduate divisional dean. These late withdrawal requests are received by the Office of the Registrar via inter-office delivery from the offices of the divisional dean.

Grade Definitions and Grading Policy

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

Student Credit Points Earned

Students who receive credit for a class by the end of the semester (or term) will have a grade ranging from A to C on their transcript and these grades will be entered into the calculation of the grade point average. The grade of P is not counted in the GPA.

No Student Credit Points Earned

Students who will not receive credit points may have an F or an INC or a grade beginning with "W". See explanation after chart. The F grade is counted in the GPA.

Retention Standards

CUNY mandates uniform student retention standards for all CUNY colleges. Decisions about whether or not students may continue in a CUNY college are made on the basis of a student's grade point average (GPA). To determine GPA, course grades are assigned quality points (which count toward the GPA), as shown in the following table:

Grades and Designations Assigned by College Administration

Effective fall 2007, grades in graduate courses are reported as follows:

Grade

Definition

Quality Points (GPA Index)

A+	97.5 – 100%	4.0
A	92.5 – 97.4%	4.0
A-	90.0 – 92.4%	3.7
B+	87.5 – 89.9%	3.3
B	82.5 – 87.4%	3.0
B-	80.0 – 82.4%	2.7
C+	77.5 – 79.9%	2.3
C	70.0 – 77.4%	2.0
F	0 – 69.9%	0

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

INC = Incomplete

SP = Satisfactory progress – restricted to thesis and research courses requiring more than one semester for completion

W = Official withdrawal

WU = Unofficial withdrawal (counts as failure)

WA = Administrative withdrawal

Y = Year's course of study – must continue to completion

PEN= A placeholder grade submitted by the Office of Student Conduct when a student is alleged to have committed a violation of the Policy on Academic Integrity and the student denies the allegation. The PEN grade is a placeholder during the pending resolution of the allegation and will be changed by the instructor following such resolution.

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 CR is given for “acceptable graduate-level work,” equivalent to a B or an A. The grade of H signifies “unusual or outstanding graduate-level work, well above the A level.

Students are not permitted to repeat courses in which they have previously received a grade of B or better unless otherwise specified by the department. Courses in which a grade of B- or 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.

NOTE: In the Spring semester of 2020, some of the above policies were temporarily suspended by CUNY due to the COVID-19 pandemic. Selection of the CR/NC grading option for courses in the Spring 2020 was allowed for graduate courses even though the grading system currently in effect did not include those grades. Please see here for a complete list of the temporary policies that were in place at this time. [\[link\]](#)