

25 October 2017

I. C/NC Policy

FROM:

Credit/ No Credit Policy

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:

1. 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.
2. Credit/No Credit grades are not allowed for students on probation.
3. 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.
4. 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, Room 217 Hunter North. Credit grades will be changed to C; No Credit grades will be changed to F. With approval of the Senate, departments may prohibit the use of Credit/No Credit grades in major courses, especially in those areas in which outside certification is required. Credit/No Credit grades are not permitted in education, nursing, pre-engineering, premedical, health sciences, nutrition and food science and prelaw. All students should check with their departmental advisers for specific policies.

~~The Credit/No Credit system may be elected by students up until the beginning of the final exam (or the due date for handing in the last term paper, if there is no final exam).~~ Credit/No Credit forms are available on the Office of the Registrar web page at <http://www.hunter.cuny.edu/onestop>. Full

instructions are included on the form. Credit/No Credit is an agreement between a student and the student's instructor or professor. When departmental policies allow, request forms must be accepted by the instructor. Students requesting grading according to this system must satisfy whatever attendance requirement has been set by the instructor, complete all the assignments and take the final examination. It should be noted that the grade of No Credit shall be used only to replace the academic grades of D and F. It shall not be used to replace the grades of WU. ~~or IN. A No Credit grade may not override the FIN grade.~~

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The Credit/No Credit system may be elected by students up until the scheduled last day of classes for that semester/session as published in the academic calendar for that semester/session. Credit/No Credit forms are available on the Office of the Registrar web page at <http://www.hunter.cuny.edu/onestop>. Full instructions are included on the form. Credit/No Credit is an agreement between a student and the student's instructor or professor. When departmental policies allow, request forms must be accepted by the instructor. Students requesting grading according to this system must satisfy whatever attendance requirement has been set by the instructor, complete all the assignments and take the final examination. It should be noted that the grade of No Credit shall be used only to replace the academic grades of D and F. It shall not be used to replace the grades of WU.

Rationale:

This is a clarification of previous language. There were different interpretations on the last day the student may request a Credit/No Credit grade option, particularly if the student had already requested and received an INC. A matter was brought before the committee in which a student had received an INC in a course and later requested the CR/NC option. The present resolution, if approved, would make clear that students, in all cases, must apply for CR/NC by the last day of classes, even if they later file to receive an INC in the course. It will ultimately be left to the instructor's discretion whether or not to accept the CR/NC request if the instructor has reason to suspect the student may not complete all coursework before the end of semester/session in which the course is offered. This resolution would remove the possibility of retroactive CR/NC options once the last day of class has passed.

II. Credit by Exam

Be it resolved that the Classical and Oriental Studies Department be allowed to grant credit for the Jerusalem Examination as follows:

- Combined score of 150-159: Hunter equivalent HEBR 202
- Combined score of 160 or higher: Hunter equivalent HEBR 202 & 310

Students scoring 150 or higher have demonstrated the equivalent of successful completion of HEBR 202. It is strongly recommended that such students be exempted from the language requirement.

Rationale:

The committee reviewed the number of credits based on advance placement exams offered by other departments at Hunter and found sufficient variability that it felt the request by the Classical and Oriental Studies Department was in line with the practice of other departments.

The Catalog specifies exams, including Advanced Placement language-and-literature exams, for which students may earn credit. Because there is no Hebrew AP exam, numerous colleges instead offer credit for the Jerusalem Examination. The proposed policy is the same as the one that is currently in place at Brooklyn College. The proposed policy also reflects current Hunter

practice in foreign languages in granting additional credits for AP foreign language literature courses.”

III. Clarification of WU grade

Be it resolved that the WU grade be revised as follows:

A grade of WU indicates that the student has attended a minimum of one (1) class but has failed to demonstrate active participation in the course throughout the period following the official W deadline for that academic semester/session as indicated in the academic calendar. Active participation is established by accomplishing any one of the following: attendance at a class, submission of an assignment, taking of an exam or having any direct written communication with the instructor.

Be it further resolved that the INC grade be revised to include the following statement:

Student must have consulted with the instructor before the scheduled final exam. A contract must have been completed between the instructor and student.

These statements are to be added to the catalog effective immediately.

The Committee also recommended that the Senate consider inserting a statement in all syllabi regarding WU grades."

FROM:

Grading Definition

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

Note: Hunter College implemented plus/minus grading in spring 1996 for undergraduate courses and in fall 1996 for graduate courses. We modified the undergraduate course GPA values and eliminated the grades "C-" and "D+" in spring 2000. These charts have also been updated to include the "WN" grade effective fall 2008.

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:

Quality Points	Grade Definition	(GPA Index)
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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
D	60.0 - 69.9%	1.0
F	0.0 - 59.9%	0.0
CR	Credit earned (equivalent to A, B, C)	-
NC	No credit granted (equivalent to D or F)	-
W	Official withdrawal (cannot be assigned by instructor)	-
WU	Unofficial withdrawal (assigned by instructor) (counts a F)	0.0
		-
INC	Term's work incomplete. This may include absence from final examination.	-
FIN	F from incomplete; an administrative grade used when INC reverts to F; this occurs if grade is not made up by the end of the following semester.	0.0
#F, #FIN, #WU	failing grade course repeated (No longer used effective spring 2013)	
WN	Never attended. (equivalent to an F grade for fall 2008, spring 2009 and summer 2009 ONLY)	

*WN	Unofficial withdrawal (Student never attended) - Not counted towards GPA (No longer used effective spring 2013)	
Y	Year's course of study - must complete entire year of study. Students cannot graduate with a Y grade on record. See the instructor for department chair for a change of grade.	-
AUD	Auditor - No Credit (Undergraduate students <u>only</u>)	-
Z	No grade submitted by instructor (an administrative grade which cannot be assigned by the instructor). Students cannot graduate with a Z grade on record. see the instructor or department chair for a change of grade	-
&	(preceding a letter grade): authorized course was repeated	
*	(preceding a letter grade): unauthorized course was repeated (No longer used effective spring 2013)	-
WA	Administrative withdrawal - Proof of immunization not provided	-
WD	Withdraw Drop (Dropped after Financial Aid Certification date during the second or third week of classes. Indicates that student has attended at least one class session)	
AB	Absent from final exam, discontinued fall 1988	

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Rationale:

The change is an attempt to clarify the WU grade between the INC and the WU. The change to the INC is to further differentiate