

MINUTES

Meeting of the Hunter College Senate

23 September 2020

The 641st meeting of the Hunter College Senate convened at 3:35 PM via Zoom.

Presiding: Laura S. Keating, Chair

Attendance: The elected members of the Senate with the exception of those marked absent in Appendix I.

Alternate Senators were formally seated consistent with the procedures approved by the Senate for in-person meetings, and they were enabled to vote using iClicker.

Report by the President

President Raab said the following:

“Thank you so much, Laura. Since you allowed me so much time for my fall updates last time, I promise I will be very brief. We did want to let everyone know that we have been asked by CUNY to begin planning for the Spring semester that will most likely be remote. We have been working very closely with Eija Ayravainen, the Registrar, the Provost’s Office and the Deans to look at our Spring planning process. We are going to work within CUNY rules to extend the time faculty, Deans, Department Chairs and program heads are afforded to plan their Spring schedule. Students will have a brief period when they will be allowed to register. We have also asked all of our Student Services advisors and department advisors to work very closely with students. We know that there are certain ways to rethink ideas given the remote format and want to give faculty the maximum time to plan. We want to make sure that people have time to think through those ideas and changes for this semester and create the strongest Spring schedule possible for the students. I want to make sure we are thinking that way. We will be announcing the schedule very soon. We want people to work with their Chairs, department heads and Deans to think about what Spring looks like in a remote format. Having said that though, we also want to reinforce and remind all faculty that where you feel is important to have an in-person experience, we will support you. I think around 9% of classes are on campus. Just to remind the community, on the main campus we have quite a number of labs, some biology and one computer science class. A number of our art studio and art programs are coming on site for classes. 205 Hudson is fully open for art studio and art work. Workshops are available to our students there. At Brookdale we have Medical Science Labs open, and we are conducting classes, specifically nursing and physical therapy. The faculty felt strongly that they needed to be on site with their students. This is done under the highest health and safety protocol. Just to put out to our faculty who are here today, if there is a part of your class that you think is important to do in person, please speak with your Chairs. We will work this through with you to see if it is appropriate and if we should proceed. With that, thank you Laura for letting me have this announcement. Thank you for this opportunity.”

Report by the Administrative Committee:

a) Special Senate Election for Vacant At-large Seats

In accordance with Article IV, 2H i & ii of the Charter for a Governance of Hunter College, the Administrative Committee is presenting the names of all nominees received to date:

Students:	Monira Hasan (Undeclared)
Faculty:	William Longsworth (Special Education)
	Robert Thompson (Mathematics & Statistics)

It was moved that the Secretary be instructed to cast a single ballot in favor of the nominees.

The motion carried by unanimous consent.

57 b) **Approved Curriculum Changes**

58 The following curriculum changes as listed in the attached report dated 23 September 2020 has
59 been approved as per Senate resolution and are submitted for the Senate's information: Items:
60 US-2367 Special Education (Change in course), GS-1342 Nutrition (Change in degree program),
61 GS-1343 Special Education (Change in course), GS-1344 Special Education (Change in degree
62 program).

63
64 c) **Reminder: Election of Ombudsman**

65 Chair Keating reminded the body that the Senate Office is receiving nominations for the College
66 Ombuds position. Nominations must be received by 7 October or by announcement on the 7
67 October Senate meeting. Statements and documentation must be received by 15 October by 5:00
68 PM. The election will be held on 21 October at the Senate meeting. The Bulletin attached in
69 Appendix II contains the announcement and details about the process.
70

71 **Old**
72 **Business**

Committee on General Education

73 Chair Keating stated that debate will continue on the following resolution presented at the prior meeting
74 by Professor Lawrence Kowerski, Chair of the Committee on General Education:
75

76 **Resolution concerning 300-level courses in the CUNY Common Core (Pathways)**
77 **at Hunter**
78

79 Be it resolved that courses at the 300-level offered at Hunter shall not be included in the CUNY Common
80 Core portion of the General Education requirements at Hunter.
81

82 Be it further resolved that this resolution does not change the ability of 300-level courses to be used in the
83 Hunter Focus portion of the General Education requirements at Hunter.
84

85 Professor Kowerski made a motion to postpone debate and voting on the Resolution until the next
86 meeting.
87

88 The motion carried by unanimous consent.
89
90

91 **Committee**
92 **Report**

Nominating Committee

93 Chair Keating called on Professor Lisa Marie Anderson, Chair of the Nominating Committee to present a
94 report.
95

96 The Nominating Committee is submitting the following nominations for seats currently vacant on Senate
97 Committees
98

99 1. **UNDERGRADUATE COURSE OF STUDY COMMITTEE**

100 Student: Kelly Lin (Undeclared)

101 Student Alternate: Jeslyn Mei (Biological Sciences)
102

103 2. **GRADUATE COURSE OF STUDY & ACADEMIC REQUIREMENTS**
104 **COMMITTEE**

105 Student: Sandra Flowers (MSW)
106

107 3. **UNDERGRADUATE ACADEMIC REQUIREMENTS COMMITTEE**

108 Student: Jennifer Calderon (Biology)

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- 113 4. **BUDGET COMMITTEE**
- 114 Student: Yostina Girgis (Biology, Human Rights)
- 115 Thatiana Soto (Chemistry)
- 116 Student Alternate: Christopher Lee (Art History)
- 117
- 118 5. **GOVERNANCE COMMITTEE**
- 119 Student: Zuha Mohiuddin (Biology)
- 120 Student Alternate: Laila Gad (Undeclared)
- 121 Diana Baik (MSW)
- 122
- 123 6. **CALENDAR COMMITTEE**
- 124 Student: Khizr Khan (Pre-Health)
- 125
- 126 7. **GRADE APPEALS**
- 127 Student: Zuha Mohiuddin (Biology)
- 128 Diana Baik (MSW)
- 129 Student Alternate: Caroline Couch (Biochemistry)
- 130
- 131 8. **NOMINATING COMMITTEE**
- 132 Student: Catalina Bedoya (Science)
- 133 Ilanith Nizard (Undeclared)
- 134
- 135 9. **EVALUATION OF TEACHING**
- 136 Student: Alice Tsai (Biology)
- 137
- 138 10. **ACADEMIC ASSESSMENT & EVALUATION**
- 139 Student: Pamela Flores-Lowry (Education)
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- 141 11. **GENERAL EDUCATION REQUIREMENTS COMMITTEE**
- 142 Student Alternate: Eli Feldman (Biology)
- 143 Diana Kennedy (WGS)
- 144
- 145 12. **GENERAL EDUCATION REQUIREMENTS APPEALS COMMITTEE**
- 146 Student: Anna Reva (Biology)
- 147 Ishrat Jahan (Undeclared)
- 148

149 It was moved that the Secretary be instructed to cast a single ballot in favor of the nominees.
150 The motion carried by unanimous consent.

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153 **Ombuds**
154 **Report:**
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159 **Committee**
160 **Report**
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Report by the Ombuds Office

Chair Keating called on Professor William Williams, College Ombuds Officer to present the yearly report. The report is in Appendix III.

Undergraduate Academic Requirements Committee

Chair Keating called on Professor Kevin Sachs, Chair of the Undergraduate Academic Requirements Committee to review the CR/NC Policy changes that were made in May, 2020 and are effective Fall 2020 semester. The current catalog language is in Appendix IV.

165 **Minutes**
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169 **New**
170 **Business**

Professor Clarkson moved that the Senate thank Professor Williams for the 12 years of his extraordinary service as an Ombuds Officer.

The motion carried by unanimous consent.

Professor Philip Alcabes initiated a discussion about **Civic Engagement**. He asked the Hunter community to think about the definition of Civic Engagement and what it means to them. Discussion followed.

The meeting was adjourned at 5:13 PM.

Respectfully submitted,

Sarah Jeninsky
Secretary

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APPENDIX I

The following attendance was noted from the meeting

(A) =Alternate, A=Attended, X=Absent, E=Excused

Faculty					
AFPRL	Anthony Browne	X	Mathematics & Statistics	Bill Williams	A
	Milagros Denis-Rosario	(A) A			0
	Lázaro Lima	(A) A			
Anthropology	Jackie Brown	X	Medical Laboratory Sciences	Robert Thompson	(A) A
	David Hodges	(A) A		Barry Cherkas	(A) X
Art & Art History	Milena Shattuck	(A) A	Music	Abigail Morales	A
	Harper Montgomery	X		Chad Euler	(A) X
	Thomas Weaver	X		Muktar Mahajan	(A) X
Biological Sciences	Emily Braun	(A) X	School of Nursing	Jewel Thompson	A
	A. K. Burns	(A) A		Michele Cabrini	(A) A
	Ben Ortiz	A			(A)
	Shirley Raps	A			0
Chemistry	Paul Feinstein	(A) A	Philosophy	Carolyn Sun	X
	Carmen Melendez	(A) A		Ellen McCabe	A
	Gabriela Smeureanu	A		Ah-Yun (Emily) Yeh	(A) A
	Nancy Greenbaum	(A) A		Laura Keating	A
Classical & Oriental Studies	Manashi Chatterjee	(A) A	Physics & Astronomy	Frank Kirkland	(A) X
	Graham Claytor	A		Omar Dahbour	(A) A
	Lawrence Kowerski	(A) A		Kelle Cruz	A
Computer Science	Joanne Spurza	X	Political Science	Yuhang Ren	(A) X
	Doron Friedman	(A) A		Leon Cohen	(A) X
	Anita Raja	A		John Wallach	A
	Felisa Vazquez-Abad	(A) A		Erin Mayo-Adam	(A) A
Curriculum & Teaching		(A) A	Psychology	Michael Lee	(A) A
	Lacey Peters	A		Roseann Flores	A
	Karen Koellner	X		Jonathon Rendina	A
Dance	Debbie Sonu	(A) X	Physical Therapy	Darlene Defour	(A) A
	Christine Rosalia	X		Michael Lewis	(A) X
	Kathleen Isaac	A		Nicki Silberman	X
	Lori Brungard	(A) X		Thomas Holland	(A) A
Economics		(A) X	Romance Languages	Milo Lipovac	(A) X
	Randall Filer	X		Paolo Fasoli	A
	John Quiang Li	X		Magdalena Perkowska	(A) X
	Tim Goodspeed	(A) X		Julie Van Peteghem	(A) A
Educational Foundations & Cou	Avi Liveson	(A) X	School of Social Work	Samuel Aymer	A
	Goeum Na	A		Anna Ortega-Willam	X
	Jeanne Weiler	(A) X		Jonathan Prince	(A) A
English	Amanda Crowell	(A) A	Sociology	Rong Zhao	(A) X
	Sarah Chinn	A		Mark Halling	A
	Amy Robbins	A		Mike Benediktsson	(A) X
	Nijah Cunningham	A		Michaela Soyer	(A) X
Film & Media Studies	Janet Neary	(A) A	Special Education	Virginia Gryta	A
	Tami Gold	A		Kristen Hodnett	(A) X
				William Longsworth	(A) A
Geography	Andrew Demirjian	(A) X	SLPA	Donald Vogel	A
	Larry Shore	(A) A		Nancy Eng	(A) A
	Ines Miyares	A		JungMoon Hyun	(A) A
	Shipeng Sun	(A) X		Louisa Thompson	X
German		(A) A	Theatre		0
	Elke Nicolai	A			
	Eckhard Kuhn-Osius	(A) A			
History	Lisa Marie Anderson	(A) A	Urban Policy and Planning	Claudia Orenstein	(A) A
	Eduardo Contreras	A		Lily Baum Pollans	A
	Manu Bhagavan	(A) X		Victoria Johnson	(A) X
Library	Jill Rosenthal	X	School of Urban Public Health	Matthew Lasner	(A) X
	Sarah Ward	A		Phil Alcabas	A
	Jennifer Newman	A		Susan Cardenas	(A) A
	Mee' Len Hom	(A) A	Women & Gender Studies	Victoria Fischer	(A) A
				Jennifer Gaboury	X
				Catherine Raissiguier	(A) X
				Rupal Oza	(A) X

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Students

Nibras Ahmed	A
Aysheh Barqawi	A
Alexa Michel	A
Leon Sarpong	X
Aamna Arshad	A
Nafeeza Ali	A
Ariana Ahmed	A
Jeanine Hampton	X
Shabraiz Malik	A
Nicole Palmetto	X
Fariha Uddin	E
Ketia Newell	A
Catalina Bedoya	X
Ayesha Qayyum	X
Nowrin Dina	X
Maria-Christina Tsavari	X
Nikisha Ferguson	A
Max Deutsch	X
Laila Gad	A
Elizabeth Bianco	X
Junia Sharmin	X
Hardik Bhaskar	A
Jennifer Calderon	X
Martyna Kulec	X
Afrin Ansary	A
Ariela Radonic	X
Luisais Taveras	X
Ryan Clinesmith Montalvo	X
Christine Kuang	X
Manahil Jafri	A
Vinh Phan	X
Joelle Tirado	X
Renee Riegler	A
Nicholas Viagas	A
Jasmine Shaikh	X
Johnson Ho	X
Rolando Gatilao	X
Audrey Sargente	A
Tasneem Sultana	A
Jeslyn Mei	A
Nayerra Zahran	A
Erica Aguayza	A
Olenka Ballena	A
Michelle Ma	A
Christopher Lee	A
Eleanor Sardarian	A
Jada Shannon	A
Tabia Ahmed	A
Lila Tabor	A
Fayozjon Jamshidov	A
Haya Alkiswani	X
Monira Hasan	X
Angeli Reynoso	A
Ann Nicole Frimpong	A
Wendy Wu	X
Jahin Samiha	X
Secura Morgan	X

At-Large, Lecturers and Part-Time Faculty

Student Services	Kevin Nesbitt	A
	Luis Roldan	(A) X
Library	Jocelyn Berger-Barera	A
Library	Tony Doyle	A
Psychology	Stefan Schlussman	A
Economics	Kevin Sachs	A
Medical Lab Science	Hongxing Li	A
Religion	Barbara Sproul	E
THHP	Jerry Press	X
Mathematics & Statistics	Sandra Clarkson	A
Special Education	Gina Riley	A
Sociol Work	James Mandiberg	A
THHP	Sarah Jeninsky	A
Art and Art History	P. Dudek	X

Ex-Officio

President, USG	Kamalpreet Kaur	X
Vice President, GSA	Kamalpreet Kaur	X
President Alumni Association	Barbara Poseluzny	A
President, HEO Forum	Denise Lucena-Jerez	A
President, CLT Council	Amy Jeu	X

ADMINISTRATION

Senators:

HEO/CLA Representative	Brian Buckwald	E
Vice President for Student Affairs	Eija Ayravainen	A
Provost	Valeda Dent	A
Dean, School of Arts & Sciences	Lon Kaufman	A
Dean, School of Arts & Sciences	Andrew Polsky	A
Alternate Senators (3):		
Dean of Education	Michael Middleton	A
General Counsel & Dean of Faculty	Suzanne Piper	X
School of Nursing	Gail McCain	A

APPENDIX II

SENATE NEWS BULLETIN

Office of the Hunter College Senate, Room E1018 -- Telephone: 772-4200 -- Visit us at: www.hunter.cuny.edu/senate

NO. 1

9 September 2020

H.C. SENATE ELECTS OMBUDS OFFICER THIS FALL

The procedures for nominating and electing a candidate are as follows:

Eligibility

"Any member of the College community, eligible to serve on the Senate, may be nominated by any member of the Hunter College community in good standing, or may nominate herself or himself for the position of Hunter College Ombud Officer" (excerpt from the *Charter for a Governance of Hunter College*, Article XII, Section 2).

Nominating Procedure

Nominations shall be made: (a) by filing nominations with the Senate Office (senate@hunter.cuny.edu) before October 7, or (b) by announcement on the Senate at the October 7 Senate meeting. Thus, the Senate meeting on October 7 is the last time to nominate candidates.

Documentation

All candidates who accept nomination must submit to the Senate Office: (a) a *resume*, (b) a *statement of platform or intent* not to exceed 500 words; and (c) sign the form accepting the *Agreement with the President* and the definition of the Office of the Ombuds Officer as stated below in the excerpt from the Hunter College Governance Charter. Candidates must submit all three documents for their candidacy to be validated. Only valid candidates will appear on the ballot on October 21.

Timetable for Nominations and Election

October 7 Senate Meeting

Senate Secretary reads a list of validated candidates, and a list of those candidates who have partially completed the necessary documentation. The floor will then be open for further nominations (the agreement may be signed later). There will be no nominating speeches on the floor of the Senate at this meeting.

October 15, 5:00 PM -- Email Deadline

Statements and documentation received in the Senate Office in final form by 5:00 PM on October 15 for all validated candidates will be mailed to the Senate membership for the October 21 Senate meeting.

October 21 Senate Meeting -- Election of Ombudsman

The first item of business on the Administrative Committee Report shall be the election of Ombuds Officer. A list of all candidates will be distributed to the Senate members. The Senate Secretary or the Chair of the Administrative Committee will read off the list of candidates for the last time. At that point, when her or his name is called, the candidate will rise if (s)he so chooses to be physically identified, and may give a short presentation. In no case will nominations be accepted from the floor of the Senate at this meeting. Voting will proceed according to the rules as set out in Article XII, Section 2, of the Hunter College Governance Charter; the winner will be determined in the same manner.

Duties of the Ombuds Officer

Article XII, Sec.4 of the Hunter College Governance Charter states:

"The Hunter College Ombuds Officer shall consider complaints and grievances that are brought by any member of the Hunter College community, concerning a condition or problem in the College, may investigate the conditions giving rise to such complaints and may refer cases to others when the usual appeals procedures seem adequate. The Ombuds Officer will undertake independent investigations, in general, only if the usual procedures have proved inadequate or have been exhausted, and shall be empowered to recommend action to any officer or to any committee or organization of the College. The Ombuds Officer shall from time to time report on his or her work to the Hunter College Senate; and may otherwise publicize the results of investigations."

APPENDIX III

September 23, 2020

Ombuds Report Professor Bill Williams

	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020
Students	63	48	51	52	62	44	33
Faculty	3	10	3	7	15	4	2
Parent/Relative	0	2	2	7	1	0	0
Administrator	0	0	0	1	1	2	0
Other	0	1	0	0	0	0	0
Totals	66	61	56	67	77	50	35

This is my last report as Ombudsman. It has been a wonderful experience and, during my time in the position, I have learned just what great resources are available for students here at Hunter.

The major change this year, from the earlier years, was the drop off in Ombuds cases to 35 from 50 the previous year. This appears to be remarkable until you view it in light of the changes the pandemic brought to the functioning of the College. The fall of 2019 was slow, much like most other fall semesters, but the spring of 2020 was very different indeed. The pandemic “shut down” most everything, certainly classes and offices, as well as the Ombuds’ physical office.

The Administrative offices and teachers struggled through the spring semester in the most normal way possible. However, the functioning of the Ombuds office changed considerably. Essentially always before, discussions with students, faculty and staff took place privately in the Ombuds office—located contiguously with the Senate offices. It happens that interacting by email and by ZOOM is a very, very different matter.

Most of the time, I found I was getting *copied* on emails to the involved parties – I was a bystander. Thanks to the very hands-on work by advisors and counselors, the Deans, the Registrar and Bursar and their people, problems were getting resolved before ever reaching the Ombuds office. The Union activities, including outreach and regular communication, gave faculty and staff information they might have missed otherwise. The extensive reports by the President at the regular Senate meetings helped allay fears of the faculty, staff and students.

The Ombuds Office at Hunter College has no explicit power—just the ability to mediate, inform people of available services and give private advice, but, as I have said before, members of the Hunter community would usually rather settle any conflict before it goes to the Ombuds office. So, it turns out that copying me on some communications was effective and most conflicts were solved quickly, and acceptable resolutions were achieved.

Now as in previous years, I urge that we all familiarize ourselves with our excellent Student Affairs areas, including the excellent advising, counseling, and AccessABILITY offices, and groups such as the Behavioral Response Team (BRT). Kudos to that very well-functioning area and its leader VP Eija Ayravainen.

As I look back over my twelve years in the Ombuds office, I do want to thank you all for entrusting me with this responsibility. I am truly grateful.

APPENDIX IV

Undergraduate Catalog 2021-2021

Credit/No Credit Policy for Undergraduate Courses

In many courses, it is possible to obtain credit for the course without receiving a letter grade. If students decide to receive a grade based on this system, they will receive “Credit (CR)” instead of A, B, or C, and will receive “No Credit (NC)” instead of D or F. Students can receive a grade of D instead of NC if they indicate this on their form requesting the CR/NC option. Students requesting grading according to this system must satisfy all requirements regarding attendance, **participation**, assignments, and examinations set by the instructor. Course requirements and standards are the same as in the letter grading system, but CR/NC grades are not counted when a student’s GPA is calculated by Hunter College. Students can choose whether they want to take a course for a letter grade or CR/NC, but certain restrictions apply.

Restrictions for Credit/No Credit Grades:

1. Some departments or programs restrict a student’s choice in opting for Credit/No Credit. Several programs of study prohibit the use of Credit/No Credit grades in major courses. This applies especially to programs of study leading to outside certification or post-graduate study. Students should check with their departmental advisers for specific policies. On the other hand, there are some courses in which letter grades are not assigned. Departments **or majors** that restrict student choice of the CR/NC option must have this policy approved by the Senate. When departmental policies allow the CR/NC option, individual instructors cannot refuse students who want to exercise this option.
2. Credit/No Credit grades are not allowed for students on **academic** probation.
3. A maximum of four courses (including repeated courses) taken at Hunter College may be assigned a Credit/No Credit grade on the Hunter College transcript, excluding any courses with mandatory CR/NC grading. (Students who obtain a D as the final grade and have asked to have this appear on their transcript instead of NC, will have a grade for this course, which will then not count towards the permitted maximum of four Credit/No Credit grades on the Hunter transcript.)
4. **The grade of CR shall be used to replace the academic grades of A, B, and C.** The grade of NC shall be used to replace the academic grades of D and F. It shall not be used to replace the grade of WU.
5. If (as a result of a student’s request) a CR/NC grade is given where it is not an allowed grade according to existing college, departmental, or major regulations, it will be converted by the Registrar’s office to the underlying grade entered by the instructor.

Alert

Other colleges, graduate and professional schools, services, and employers may not favor credit/no credit grades. They may convert “Credit” to “C” and “No Credit” to “F” for their purposes. Such decision is done by the other institution. **Students should consult with academic, faculty and financial aid advisors as well as check the policies of external financial-aid agencies before opting for CR/NC grades.**

How To Opt For Credit/No Credit

In order to select CR/NC for a course, a student must complete and sign a form available from the Office of the Registrar and obtain the signature of the instructor in the course. The student must submit the form to the Office of the Registrar by 5:00 pm (EST) on the first day of the thirteenth week of classes in the fall and spring semesters, and the first day of the last week of classes in all winter and summer semesters. Students may not elect the CR/NC grading option after these deadlines and there are no appeals allowed for late election.

Please note, once a student chooses a CR/NC grade for a course, that choice is final and irrevocable. Furthermore, the form is not valid if the student’s election of the CR/NC grading option violates college-wide or program-specific restrictions.

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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 semester do not count against college-wide or program-specific restrictions regarding (1) the number of CR/NC uses allowed per semester, (2) the maximum number of uses allowed of the CR/NC grading option in total, (3) the selection of the CR/NC grading option by students on academic probation and (4) certain other restrictions. Please see here for a complete list of the temporary policies that were in place at this time.

Students are to be graded in courses according to the traditional system of letter grades (A, B, C, D and F) or may opt to take some courses for credit/no credit (CR/NC). For the latter option, see [Credit/No Credit Policy for Undergraduate Courses](#).

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 D or CR on their transcript and the A-D grades will be entered into the calculation of the grade point average.

No Student Credit Points Earned

Students who will not receive credit points may have an F or an NC or an INC, or a grade beginning with “W”. See explanation after chart.

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:

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
D	60.0 - 69.9%	1.0
F	0 – 59.9%	0
WU	Unofficial withdrawal (assigned by instructor; counts zero quality points) See explanation after chart	
CR	Credit Earned (equivalent to A, B, C)	
NC	No credit granted (equivalent to D or F)	
INC	Term’s work incomplete. This may include absence from final examination. See explanation after chart.	

Note: When entering the final course grade, the instructor shall enter the underlying letter grade the student would have received had the student not chosen the CR/NC option. The Registrar will convert the underlying letter grade to a CR/NC grade unless the student’s request for CR/NC is in violation of college-wide or program-specific restrictions on the use of the CR/NC grade option.

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Grades and Designations Assigned by College Administration

- 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.
- AUD Auditor - No Credit (Undergraduate students only)
- 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.
- W Official withdrawal. Student initiated. See explanation after chart.
- 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.
- 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.
- 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.

Discontinued Grades and Designations (may appear on old transcripts)

- * (preceding a letter grade): unauthorized course was repeated (discontinued spring 2013)
- & (preceding a letter grade): authorized course was repeated (discontinued)
- AB Absent from the final exam, discontinued fall 1988 #F, #FIN, #WU failing grade course repeated (discontinued spring 2013)
- WN Never attended. (equivalent to F grade; fall 2008 through summer 2009 ONLY)
- *WN Unofficial withdrawal (Student never attended) discontinued spring 2013)

INFORMATION ON GRADES AND DESIGNATIONS NOT RESULTING IN CREDIT:

W

A 'grade' of W is initiated by the student by "dropping" a course on CUNYfirst before the "W" deadline for withdrawal from courses. The deadline is announced every semester. The W does not affect the grade point average calculation and does not carry academic penalties. Withdrawing from a class may have serious implications for a student's financial aid eligibility.

WU

A 'grade' of WU is caused by student inaction. It is given by the instructor. The WU is given to students who

1. are on the class roster and have been verified by the instructor as having attended at least one class; and
2. have severed all ties with the course at any time during the semester, including failure to attend the final examination or other end-of-semester culminating academic assessment event (unless the syllabus explicitly states that the course requirements do not include participation in the final exam or other culminating academic assessment event); and
3. have not reached out to the instructor and been granted by the instructor alternative arrangements to complete work required for the course.

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The assignment of the WU is not influenced by the question whether a student has done satisfactory or unsatisfactory work prior to severing ties with the course.

A 'grade' of WU is counted as a zero in the calculation of a student's GPA. Receiving a WU is likely to result in serious negative consequences for a student's financial aid award.

F

An F is given by the instructor for failing work by a student who has persisted in attending the class up to and including the final examination, even if the student's efforts were intermittent and/or earn 0 points on the grading scale. Unless the course syllabus explicitly states otherwise, participation in the final examination is required by the College.

INC

An INC grade is the result of student-instructor cooperation. It is given by the instructor. The student must confer with the instructor before the grades for the semester are submitted. The INC is given only if the instructor accepts a student's excuse for non-fulfillment of some course requirements as valid and if the instructor believes the student has a reasonable chance of passing the course. For details, see [Incomplete Work in a Course](#).

NOTE: A grade of INC will be automatically changed to FIN one semester after the INC was given, unless the instructor has assigned and recorded a different grade before then.

GENERAL NOTE: If a student feels that a grade has been assigned in error, the student may appeal the grading decision. All grade appeals should begin with a conversation with the course instructor, preferably within the first 3 weeks of the semester following the one when the grade was given. For details, see [Grade Appeals](#).