



Office of the University Registrar

The City University of New York
205 East 42nd Street, 8th Floor
New York, NY 10017

POLICY & PROCEDURE MEMORANDUM

Date: August 1, 2018

To: **Chief Academic Officers**

From: University Executive Registrar, Vivek Upadhyay

Subject: **CUNY Uniform Grade Symbols: Glossary and Guidelines**

A handwritten signature in blue ink, appearing to read 'Vivek Upadhyay', is written over the 'From' line of the memorandum.

This memorandum is being re-issued to inform you that **Z grade has been discontinued**. Attached to this memorandum is the updated CUNY Uniform Grade Symbols and Guidelines document, which was last sent effective Fall 2017. If you have any questions on the uniform grade glossary or guidelines, please email OUR@cuny.edu

Please disseminate to all interested parties on your campus.

Cc: Chancellor
Chancellor's Cabinet
The Presidents of the Colleges
The Dean of the Sophie Davis School of Biomedical Education
The Dean of the School of Journalism
The Dean of the School of Professional Studies
The Dean of The CUNY Law School
The Dean of The CUNY School of Labor and Urban Studies
The College Registrars
Enrollment Strategy & Management Council

- **Grade Glossary:**

The following glossary of uniform grading symbols shall be employed according to the interpretation provided below. **Grades are assigned based on the definitions contained herein. Individual units of the University need not employ all symbols but must adhere to the following interpretation for those employed and may not use any symbol that is not included in the glossary. Quality points are to be used to calculate the grade point average (GPA) or index.**

A dash "--" indicates that the grade does not carry a numerical value and is not to be included in the GPA. Plus ("+") and minus ("-") grades shall be interpreted as equivalent to "+0.3" and "-0.3", except as noted.

Grade	Explanation	Quality Pts
A+	Exceptional	4.00
A	Excellent	4.00
A-	Excellent	3.70
B+	Good	3.30
B	Good	3.00
B-	Good	2.70
C+	Satisfactory	2.30
C	Satisfactory	2.00
C-	Satisfactory	1.70
D+	Passing	1.30
D	Passing	1.00
D-	Passing	0.70
F	Failure/Unsuccessful Completion of Course	0.00
P	Pass	-
CR	Credit Earned	-
S	Satisfactory	-
U	Unsatisfactory	0.00
NRP	No Record of Progress. <i>Exclusive to Dissertation Supervision at the Graduate Center Only</i>	-
H	Honor. <i>Hunter College School of Social Work only</i>	-
W	Withdrew. <i>Student participated in an academically related activity at least once</i>	-
WA	Administrative Withdrawal. <i>Non-punitive grade assigned to students who had registered for classes at the beginning of the term but did not provide proof of immunization by compliance date. Student participated in an academically related activity at least once</i>	-
WD	Withdrew Drop (Dropped after FA cert date during the program adjustment period. Student participated in an academically related activity at least once)	-
WN	Never participated in an academically related activity	-
WU	Withdrew Unofficially. Student participated at least once in an academically related activity	0.00
NC	No credit granted	-
R	Course must be repeated; minimum level of proficiency not attained. <i>Restricted to noncredit, remedial, and to developmental courses</i>	-
INC	Term's work incomplete	-
FIN	F from incomplete. <i>To be used when the INC grade lapses to an F grade</i>	0.00
PEN	Grade pending	-
Y	Year or longer course of study must continue to completion	-
SP	Satisfactory progress. <i>Restricted to thesis and research courses requiring more than one semester for completion</i>	-
AUD	Auditor, Listener	-

- **CUNY School of Medicine Only**

Grade	Explanation
H	Outstanding performance in the subject area, far exceeding the clerkship requirements, limited to the top 10-20% of students.
HP	For performance significantly above expectations, up to the top 40% of students, but not qualifying for honors.
U/	Does not meet expectations in one or more competencies.
U/P	Did not meet expectations in competency and successfully remediated.
U/F	Did not meet expectations in competency and failed the remediation.
C/	Passed the course/clerkship elements, but failed the initial attempt of the NBME subject exam.
C/P	Passed the second attempt of the NBME subject exam; Passed the course/clerkship.
C/F	Failed the second attempt of the NBME subject exam; Failed the course/clerkship.

- **Grade Symbols:**

The following symbols have been implemented as prefixes to grades in the student system to identify repeated courses including the application of the F grade repeat policy and Board approved variance, as well as to indicate a grade's impact on GPA and credit accumulation. CUNYfirst College have retired the use of these prefixes as they went live in CUNYfirst. **Converted records will continue to display with the legacy prefix designation in CUNYfirst.**

Prefix	Explanation
&	Repeated course which counts in the GPA but does not count in credits completed
*	Course does not count in the GPA and does not count in credits completed
#	Replacement grade, F grade policy, does not count in cumulative GPA
@	Repeat F grade policy, does not count in GPA, does count in credits completed

- **Discontinued Grades:**

The following grades are no longer in use and have been removed from the legend of grade symbols. **Colleges may not use any symbol which is no longer in use and therefore not included in the glossary.** Values have been defined in this document for historical purposes of computation on existing transcripts.

Grade	Explanation	Quality Points	Effective Date
WP	Withdrew passing. (This grade is now redundant. The "W" grade is not considered a failure.)	-	09/1976
K	Condition course completed. (This is not a grade.)	-	09/1976
G	Good. (At LaGuardia Community College only. No longer in use.)	3.00	09/1976
E	Excellent. (At LaGuardia Community College only. No longer in use.)	4.00	09/1976
NF	Failure in a non-academic course. (At York College only. No longer in use.)	0.00	09/1976
J	Failure for non-academic reasons. (No longer applicable.)	0.00	09/1976
X	Non-punitive failure	-	09/1976
H	Honors. (Used only at Richmond College and only for students who began in Spring 1975 or earlier.)	4.00	09/1976
*	Current course registration/course in progress	-	04/1980
ABS	Absent from the final; make-up exam permitted.	-	09/2008
FAB	F from absent –used when the ABS grade reverts to an F grade.	0.00	09/2008

FPN	F from pending –used when the PEN grade reverts to an F grade.	0.00	09/2008
WF	Withdrew Failing. Student participated in an academically related activity at least once	0.00	01/2015
Z	No grade submitted by the instructor – a temporary grade which is assigned by the registrar pending receipt of the final grade from the instructor	-	05//2018

- **Guidelines:**

- Any student transcript record sent from a unit of the University must include a grade for every course for which a student has been officially registered and not dropped during the program adjustment or refund period. *The program adjustment period, formerly referred to as the add-and-drop period, coincides with the official refund and Form-A due date.* Clerical, computer or professional errors are not to be considered a part of the historical record and should be deleted.
- Students who officially withdraw during the program adjustment or refund period will have no grade including “W” print on their official transcript. Students who officially withdraw after the Financial Aid certification date during the program adjustment or refund period will have the administrative grade “WD” or “WN” recorded in the enrollment record of the dropped course. *The program adjustment period established by each unit may not exceed the official refund period.*
- All courses or credits for which the student is officially registered after the financial aid certification date or program adjustment period, whichever is earlier, shall be considered “attempted credits” for the purposes of financial aid.
- A withdrawal after the financial aid certification date or program adjustment period will be assigned the grade of “WD” (Dropped) or “W” (Withdrew) or “WF” (Withdrew Failing) or “WU” (Withdrew Unofficially, Student participated in an academically related activity at least once) or “WN” (Never participated in an academically related activity). Students who have participated in an academically related activity and officially withdraw after the official refund period, but prior to the end of the designated withdrawal period (before two-thirds of the semester has elapsed) will have a grade of “W” (withdrew) recorded. After that period, however, with special permission to withdraw by faculty and/or appropriate college committee, a grade of “W” may be recorded.
- A grade of “WD” is assigned to students who officially drop a class after the financial aid certification date and prior to the end of the refund period
- A grade of “W” is assigned to students who officially drop a class after the refund period and prior to the completion of two-thirds of the semester
- A grade of “WN” is to be assigned to students who never participated in an academically related activity and did not officially withdraw
- A grade of “WU” is to be assigned to students who participated in an academically related activity at least once, completely stopped participating in academically related activities any time before the culminating academic experience of the course, i.e. final exam, final paper, etc.
- A grade of “WF” is an official withdrawal initiated by the student or the college indicating that a student was failing the course at the time of withdrawal
- The grade of “W” is awarded only when it is clear that the student has good and sufficient reasons for withdrawing from the courses.
- The “WD”, “W” and “WF” grades are official withdrawals and documentation as to when the withdrawal occurred must be available at the college.
- The “WF”, “WN” and “WU” grades are not to be used interchangeably. The “WF” and “WU” grades have a zero value in the quality point index, but the “WF” is an official withdrawal initiated either by the student or the college.
- The grade of “INC” lapses to an “FIN” grade, according to a deadline established by the

individual units of the University but no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session. Students who have officially withdrawn from a college and have these grades may be exempted from the limitations. The grade of “INC” (Incomplete) should be given by the instructor **in consultation with the student** with the following guidelines:

- only when there is a reasonable expectation that a student can successfully complete the requirements of the course no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session
 - when a student has been absent from the final exam and a make-up exam is scheduled no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session
 - temporary grade awarded when the disposition of the final grade requires further evaluation for reasons **other than the Procedures for Imposition of Sanctions** related to the Board's Academic Integrity Policy
 - Transcript comments for INC grades should be added to the student record indicating the nature of the incomplete.
-
- The “PEN” grade is a temporary grade awarded when the disposition of the final grade requires further evaluation and when the absent or incomplete grades are inappropriate. 'PEN' is also used to facilitate the implementation of the Procedures for Imposition of Sanctions whereby colleges must hold a student’s grade in abeyance pending the outcome of the academic review process. The PEN grade will not lapse to FPN; final determination of a grade will depend on final evaluation by the instructor or the outcome of the college’s academic review process.
 - The grade of “P” or “NC” may be given as part of a ‘Pass/No Pass/No Credit’ agreement between a student and instructor. In order to receive this grade, a student needs to continue participating in academically related activities, complete all assignments, and take the final exam. If a passing grade is earned (A+ through D-), the student will receive a grade of ‘P’ and credit for the course with no impact on GPA. If a failing grade is earned (F), the student will receive a grade of NC/NP which does not affect the GPA. **This option must be requested prior to the last day a student can withdraw and receive a grade of “W” via an agreement with the Office of the Registrar.** Students must remain in compliance with Federal and State Satisfactory Academic Progress guidelines. Colleges may place additional restrictions on the use of this option which must be clearly stated in their bulletin and on their website
 - A college may choose to offer a First Year Freshman Forgiveness policy. If the student passes the course, they will receive the grade earned which will carry the designated GPA. If the student fails the course, the grade will be administratively converted to NC and have no impact on the GPA. This policy is limited to first year freshman as defined by the college.
 - The grades of “NC” and “R” may represent non-punitive failures indicating unsatisfactory completion of the course. The “R” grade is restricted to noncredit remedial courses; the “NC” grade is restricted to regular, developmental, and compensatory courses. This grade can also be used by colleges for other administrative actions such as disciplinary dismissals. Neither of these grades is to be counted in the quality point index nor may be used in lieu of incomplete or withdrew grades.
 - The grade of “CR” can be used for the awarding of transfer credit.
 - The grade “Y” denotes that the semester’s work has been completed; however the course is still in progress and a final course evaluation cannot be determined until the entire activity has been concluded
 - For the purpose of satisfying the program pursuit requirements for State financial assistance awards (*Section 145-2.2 of the Regulations of the Commissioner*), the grades of “W”, “WA”, “WD”, “WN”, and “WU” shall signify that the course has not been completed. All other grades,

with the exception of the “AUD” grade, shall signify that the course has been completed.

- The grade point average is an index of a student’s scholastic performance at a particular college. All grades that carry a numerical quality point value shall be included in the calculation of the grade point average.
- **Any notation regarding a student’s probationary status appears only on the unofficial transcript.**

Further Clarification on WU/F/INC Grades:

Recent audit reviews by both the State and the Federal government have required the need to emphasize the definition of following grades:

- **WN:** A grade of “WN” is to be assigned to students who never participated in an **academically related activity** and did not officially withdraw. If the student has never participated in an **academically related activity** and there is no documented evidence of the student’s participation in a course, the unofficial withdrawal grade reported must be a “WN”.
- **WU:** A grade of “WU” is to be assigned to students who participated in an **academically related activity** at least once, completely stopped attending at any time before the culminating academic experience of the course, i.e. final exam, final paper, etc., and did not officially withdraw. A WU grade should never be given in place of an ‘F’ grade. The ‘F’ grade is an earned grade based on poor performance and the student not meeting the learning objectives/outcomes of the course throughout the entire academic term/session. If the student has participated in an **academically related activity** at least once or if there is documented evidence of the student’s participation in a course, and he/she has ceased participating in the course, at the end of the term, the unofficial withdrawal grade reported must be a “WU”. When a student does not officially withdraw from a course and fails to complete the course requirements, the instructor assigns the "WU" grade on the final grade roster.
- **F:** A grade of "F" is a failure grade given to a student who completed the culminating academic experience of the course and failed. A student who completed a course unsuccessfully should be granted the grade of “F” with the culminating academic experience of the course, i.e. final exam, final paper, etc. This grade can also be assigned if the student has completed a majority of the course and documentation of failing course work is available. This documentation must be retained and available for review by auditors. **A WU grade should never be given in place of an ‘F’ grade.** The ‘F’ grade is an earned grade based on poor performance and the student not meeting the learning objectives/outcomes of the course throughout the entire academic term/session. This grade can also be assigned if the student has completed a majority of the course and documentation of failing course work is available. This documentation must be retained and available for review by auditors. Moreover, such action should encompass the elimination of any possible “INC” grade being awarded, meaning that the “F” grade is awarded with full knowledge and effect that submission of any/all incomplete work by the student would not result in the student’s passing of the course.
- **INC:** The grade of “INC” (Incomplete) should only be given by the instructor **in consultation with the student** with the following guidelines:
 - When there is a reasonable expectation that a student can successfully complete the requirements of the course no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term. Upon timely completion of said incomplete work, the student would earn passing grade.
 - When a student has been absent from the final exam and a make-up exam is scheduled no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term.
 - Temporary grade awarded when the disposition of the final grade requires further evaluation for reasons **other than the Procedures for Imposition of Sanctions** related to the Board’s Academic Integrity Policy Transcript comments for INC grades should be added to the

student record indicating the nature of the incomplete

- The grade of “INC” lapses to an “FIN” grade, per a deadline established by the individual units of the University but no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term. Students who have officially withdrawn from a college and have these grades may be exempted from the limitations.

- **Academically related activities include, but are not limited to:**

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters and
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.
- engaging in an online academically related activity, or initiating contact with a faculty member to ask a course-related question. Logging into an online class is not sufficient, by itself, to demonstrate academic participated by the student.

WHAT GRADE SHOULD BE ASSIGNED ON THE FINAL GRADE ROSTER?

