

To: All Faculty  
From: Yvette Rosario, Senior Registrar  
Date: May 15<sup>th</sup>, 2020  
Re: CUNYfirst FINAL GRADE SUBMISSION – SPRING 2020

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**WELCOME TO CUNYfirst FINAL GRADE SUBMISSION FOR SPRING 2020 (01/27 – 5/22)**

CUNYfirst grade rosters will open Friday, May 15th and are due Thursday, May 28th, 2020. CUNYfirst may be accessed from any location where there is Internet availability. The URL is <https://home.cunyfirst.cuny.edu>. From the **Enterprise Menu**, select the **HR/Campus Solutions** link. Then navigate to **Self Service > Faculty Center > My Schedule**.

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**GRADE INFORMATION**

**WN Grades** – A grade of **WN** denotes that the student “Never Participated in an Academically Related Activity.” The grade of **WN** was issued as per “VOE” (Verification of Enrollment Roster) submitted by the faculty after the end of the third week of classes. This grade is **NOT** available via the grade roster.

**WU Grades** -A grade of "WU" is 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**, and did not officially withdraw.

**F Grades** - A grade of F, is a failure grade given to a student who completed the class and failed. This grade is assigned for work that in the judgment of the instructor the student did not earn a passing grade.

**INC Grades**- The grade of "INC" (Incomplete) should **only** be given by the instructor in consultation with the student, following the below guidelines:

- a. 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. **Upon timely completion of said incomplete work, the student would earn the appropriate academic grade.**
- b. A student is 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.

The grade of "INC" lapses to a "FIN" grade, as per an established deadline by the University Registrar but no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session.

For information regarding grades, please contact Rachel Negrón or John Lucente They may be reached via email or phone at [Rachel.Negrón@Lehman.Cuny.Edu](mailto:Rachel.Negrón@Lehman.Cuny.Edu) and [John.Lucente@Lehman.Cuny.Edu](mailto:John.Lucente@Lehman.Cuny.Edu).

### Explanation of Current Grades

#### Undergraduate Grades

Grade	Explanation	Qual Points
A	Excellent	4
A-		3.7
B+	Good	3.3
B		3
B-		2.7
C+	Satisfactory	2.3
C		2
C-		1.7
D+	Poor	1.3
D		1
F	Failure/Unsuccessful Completion of a Course	0
P	Pass	----
NC	No Credit Granted	----
INC	Term's Work Incomplete	----
FIN	F from Incomplete.	0
W	Withdrew	----
WA	Administrative withdrawal	----
WN	Never participated in an academically related activity	----
WU	Withdrew Unofficially. (Student participated at least once in an academically related activity)	0
AUD	Audited course	----

#### Graduate Grades

Grade	Explanation	Qual Points
A	Excellent	4
A-	Good	3.7
B+	Satisfactory	3.3
B		3
B-		2.7
C+		2.3
C		2
F	Failure/ Unsuccessful Completion of a course	0
SP	Satisfactory progress. <i>Restricted to fieldwork, thesis, or research course requires one more semester for completion</i>	----
INC	Term's Work Incomplete	----
FIN	F from incomplete	0
W	Withdrew	----
WA	Administrative withdrawal	----
WN	Never participated in an academically related activity	
WU	Withdrew Unofficially. (Student participated at least once in an academically related activity)	0