

REPORT BY THE UNDERGRADUATE ACADEMIC REQUIREMENTS COMMITTEE

March 10, 2021

Resolution on Hunter College Policy on Pass/No Credit

Resolved, Hunter College shall have the following policy regarding selection of the option of Pass/No Credit in lieu of letter grades and also have the following changes to its grading definitions. The policy shall be included in the section on Pass/No Credit Policy for Undergraduate Courses and also the Grading Definitions in all future Hunter College catalogs and on the Hunter College website.

From:

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, 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.~~
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.
6. If, after requesting ~~CR/NC~~ grading, a student receives an INC, the ~~CR/NC~~ grade is applied when and only when the instructor changes the INC (or FIN) to a letter grade. A student's request for ~~CR/NC~~ grading will remain in place until a letter grade is earned.

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.~~ Before opting for ~~CR/NC~~ grades, students should consult with advisors in the Office of Advising, in their academic program(s), and in the Office of Financial Aid. They should also check the policies of external financial-aid agencies.

How To Opt For Credit/No Credit

In order to select ~~CR/NC~~ for a course, a student must complete a form available from the Office of the Registrar. The student must submit the form to the Office of the Registrar by 5:00 pm (Eastern Time) ~~on the Monday two weeks prior to the first day of final exam week, as provided in the CUNY academic calendar in the fall and spring semesters. Exact dates are provided in the Hunter College academic calendar. The deadline for winter and summer sessions is 5:00 PM (Eastern Time) two class days before the scheduled last day of classes (or final exam day) as provided in the CUNY academic calendar. Exact dates are provided in the Hunter College academic calendar.~~ Notification of the student's ~~CR/NC~~ choice will also be sent to the course instructor by the Office of the Registrar. 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.~~

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.~~

To:

Pass/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 “Pass (P)” instead of A, B, C, or D and will receive “No Credit (NC)” instead of F. Students requesting grading according to this system must satisfy all requirements regarding attendance, assignments, and examinations set by the instructor. Course requirements and standards are the same as in the letter grading system, but P/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 P/NC, but certain restrictions apply.

Restrictions for Pass/No Credit Grades:

1. Departments or programs may restrict a student’s choice in opting for Pass/No Credit. Some programs of study prohibit the use of Pass/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 P/NC option must have this policy approved by the Senate.
2. Pass/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 Pass/No Credit grade (and/or the discontinued designation of Credit/No Credit) on the Hunter College transcript, excluding any courses with mandatory P/NC (CR/NC) grading.
4. The grade of P shall be used to replace the academic grades of A, B, C and D. The grade of NC shall be used to replace the academic grade of F. It shall not be used to replace the grade of WU.
5. If (as a result of a student’s request) a P/NC grade (and/or the discontinued designation of Credit/No Credit) 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.

6. If, after requesting P/NC grading (and/or the discontinued designation of Credit/No Credit), a student receives an INC, the P/NC grade is applied when and only when the instructor changes the INC (or FIN) to a letter grade. A student's request for P/NC grading (and/or the discontinued designation of Credit/No Credit) will remain in place until a letter grade is earned.

Alert

Other colleges, graduate and professional schools, services, and employers may not favor Pass/No Credit grades. They may convert "Pass" to "D" and "No Credit" to "F" for their purposes. Such decisions are made by other institutions. Before opting for P/NC grades, students should consult with advisors in the Office of Advising, in their academic program(s), and in the Office of Financial Aid. They should also check the policies of external financial-aid agencies.

How To Opt For Pass/No Credit

In order to select P/NC for a course, a student must complete a form available from the Office of the Registrar. The student must submit the form to the Office of the Registrar by 5:00 pm (Eastern Time) on the last day of classes as indicated in the Hunter College academic calendar (the same day as the deadline to officially withdraw from a class with a grade of W). Notification of the student's P/NC choice will be sent to the course instructor by the Office of the Registrar. Students may not elect the P/NC grading option after these deadlines and there are no appeals allowed for late election.

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

For information on whether a specific program or major restricts the use of the P/NC option, please read the program description of the program or major of interest in the [Hunter College catalog](#) or check with departmental or program advisers.

NOTE: In the Spring and Fall semesters 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 and/or Fall 2020 semester do not count against college-wide or program-specific restrictions regarding (1) the number of P/NC (previously CR/NC) uses allowed per semester, (2) the maximum number of uses allowed of the P/NC (previously CR/NC) grading option in total, (3) the selection of the P/NC (previously 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 these times.

From:

Grading Definition

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 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.

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.

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](#).

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WU Unofficial withdrawal (assigned by instructor; counts zero quality points) See explanation after chart

P Pass (equivalent to A, B, C, D)

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AB	Absent from the final exam, discontinued fall 1988 #F, #FIN, #WU failing grade course repeated (discontinued spring 2013)
<u>CR</u>	<u>Credit Earned (equivalent to A, B, C) – discontinued after Winter session, 2021</u>
WN	Never attended. (equivalent to F grade; fall 2008 through summer 2009 ONLY)
*WN	Unofficial withdrawal (Student never attended) discontinued spring 2013)

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NC

No credit granted (see Pass/No Credit policy) (link)

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](#).

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Rationale: This resolution revises Hunter's P/NC (previously CR/NC) policy and grading definitions in response to CUNY's directive that we 1) change CR to P; 2) change P to include D grades; and 3) change the deadline for P/NC selection to the last day of classes. The resolution also clarifies previous language.