

## **Report by Undergraduate Academic Requirements Committee**

**2 December 2020**

### **Resolution on Hunter College Policy on Credit/No Credit**

**Resolved**, Hunter College shall have the following policy regarding selection of the option of Credit/No Credit in lieu of letter grades. The policy shall be included in the section on Credit/No Credit Policy for Undergraduate Courses in all future Hunter College catalogs and on the Hunter College website.

#### **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. 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.

**Add:**

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**

**From:**

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.~~

**To:**

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**

**From:**

~~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.~~

**To:**

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.

The Undergraduate Academic Requirements Committee proposed the revised policy on Credit/No Credit to the Senate in Spring 2020. The new proposed language revises the policy to reflect comments made by members of the Senate, to correct for unintended errors discovered on implementation, and provides further clarification where it was deemed necessary.