GRADING

Policy Id:
Reg.008 – Grading

Contact:
Office of the Registrar

Last Modified:
July 23, 2013
**CHANGE OF FINAL GRADE**

**SUMMARY OF GRADING SYSTEM**

Students are expected to complete all course work in courses enrolled. Faculty member evaluates and assigns a grade to students based on their course performance. The letter grades assigned will appear on the transcript and will be converted to numerical value for calculating the grade point average.

The grade system for completed courses is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
<th>Percentage</th>
<th>Equivalent</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
<td>93.0-100.0</td>
<td>Excellent</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.700</td>
<td>90.0-92.9</td>
<td>Excellent</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.300</td>
<td>87.1-89.9</td>
<td>Very Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
<td>83.0-87.0</td>
<td>Very Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.700</td>
<td>80.0-82.9</td>
<td>Very Good</td>
<td>Very Good</td>
</tr>
<tr>
<td>C+</td>
<td>2.300</td>
<td>77.1-79.9</td>
<td>Satisfactory</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
<td>73.0-77.0</td>
<td>Satisfactory</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C-</td>
<td>1.700</td>
<td>70.0-72.9</td>
<td>Poor</td>
<td>Poor</td>
</tr>
<tr>
<td>D+</td>
<td>1.300</td>
<td>67.1-69.9</td>
<td>Poor</td>
<td>Poor</td>
</tr>
<tr>
<td>D</td>
<td>1.000</td>
<td>63.0-67.0</td>
<td>Poor</td>
<td>Poor</td>
</tr>
<tr>
<td>D-</td>
<td>0.700</td>
<td>60.0-62.9</td>
<td>Poor</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>0.000</td>
<td>Below 60.0</td>
<td>Failure</td>
<td>Failure</td>
</tr>
<tr>
<td>P</td>
<td>--</td>
<td>--</td>
<td>Passing</td>
<td>Passing</td>
</tr>
</tbody>
</table>

The grade system for incomplete courses is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN</td>
<td>Incomplete Changed to Grade of F</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>PEN</td>
<td>Pending</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>WA</td>
<td>Administrative Withdrawal</td>
</tr>
<tr>
<td>WN</td>
<td>Withdraw with No Attendance</td>
</tr>
<tr>
<td>WU</td>
<td>Withdrew Unofficially</td>
</tr>
<tr>
<td>R</td>
<td>Repeat</td>
</tr>
</tbody>
</table>

Senior citizen audit courses grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUD</td>
<td>Senior Citizen Audit Course</td>
</tr>
</tbody>
</table>

**GRADES FOR INCOMPLETE COURSE**

**Policy**

**Grade of FIN**

The grade of FIN is assigned by the Office of the Registrar when, after the subsequent semester, the grade of INC is not resolved. The grade of FIN is computed into the grade point average as a grade of F. Grade of FIN received during the last semester in courses required for graduation will result in the postponement of graduation. This grade does not apply to graduate students.
**Grade of INC**

Effective Summer 2012, Grade of Incomplete (INC) may be given only to those students who would pass the course if they were to satisfactorily complete the missing work; it is within the discretion of the faculty member as to whether or not to give the Grade of Incomplete. If a faculty member decides to give a grade of INC, the faculty member will provide the following information during online grade submission at the conclusion of the semester:

- The grade the student has earned so far,
- The assignment(s) that are missing, and
- The percentage of the final grade that the missing assignment(s) represents for this purpose

If the course takes place during the Fall or Winter semester, then the incomplete work is due by the student no later than the end of the third week of the following Spring semester. If the course takes place during the spring or summer semester, then the complete work is due no later than the end of the third week of the following Fall semester. It is within the discretion of the faculty member to extend this deadline under extraordinary circumstances.

When completing the online Change of INC form, the faculty member agrees to grade the student’s outstanding course work as specified on the Form and to submit the student’s grade for the course any time from the date the student submits the completed work until the end of that semester. This policy should be included on undergraduate course syllabi. If the student does not successfully complete the missing work, the faculty member may change the grade to a letter grade. If the faculty member does not submit a change of grade, the grade of INC automatically becomes the grade of FIN at the end of that semester for undergraduate students only. Graduate students who receive the grade of INC will not convert to the grade of FIN.

This policy does not apply to laboratory and studio courses nor for internship courses for which neither the professor nor the department can reasonably accommodate the missed lab or studio or internship work as described herein.

A grade of INC received during the last semester in courses required for graduation will result in the postponement of graduation.

**Grade of PEN**

The grade of PEN is a grade assigned by the faculty member when he or she suspects or determines that an academic integrity violation has taken place that warrants formal intervention. The faculty member submits a Faculty Report of Alleged Violation of Academic Integrity Policies to the Academic Integrity Officer of the College, who notifies the Office of the Registrar so that a grade of PEN is recorded to prevent withdrawal from the course by the student in question. Grade of PEN is removed or changed when the applicable consultation, appeal, and/or adjudication processes are complete. In the event that the alleged violation is withdrawn in the student’s favor, the student will have the right to withdraw from the course based on the date that the violation form was filed. More information on the grade of PEN is available in the Appendix of the John Jay College bulletin.

**Grade of W**

The grade of W indicates withdrawal without academic penalty. Students must apply for withdrawal from a course between the fourth and the tenth week of the semester, or otherwise indicated in the academic calendar. The grade of W is not computed in the grade point average. However, a grade of W may affect student’s eligibility for financial aid. Grade of W received during the last semester in courses required for graduation will result in the postponement of graduation. Faculty members cannot assign the grade of W.
Grade of WA
The grade of WA is assigned to students who fail to comply with the Proof of Immunization Policy of the college. The grade of WA is not computed in the grade point average. A grade of WA may affect student’s eligibility for financial aid. A grade of WA received during the last semester in courses required for graduation will result in the postponement of graduation.

Grade of WN
The grade of WN is assigned by the instructor when a student has never attended a registered class and has not applied to withdraw without academic penalty (see Grade of W). The grade of WN is computed in the grade point average as a grade of F for grade of WN received in Fall 2008, Winter 2008, Spring 2009, and Summer 2009 semesters only. Effective Fall 2009, grade of WN is computed as a grade of W with no academic penalty. Students in receipt of a grade of WN may result in the adjustment of financial aid funds. A grade of WN received during the last semester in courses required for graduation will result in the postponement of graduation.

Grade of WU
The grade of WU is assigned by the instructor when a student has never attended class or has ceased attending class and has not applied to withdraw without academic penalty (see Grade of W). The grade of WU is computed in the grade point average as a grade of F. Students in receipt of a grade of WU may result in the adjustment of financial aid funds. A grade of WU received during the last semester in courses required for graduation will result in the postponement of graduation.

Grade of R
The grade of R is assigned to students in remedial courses who have attended class regularly and completed course requirements but have not demonstrated sufficient progress to justify a passing grade. The grade is awarded only for remedial or developmental courses, which must be repeated. This grade is not computed in the grade point average.

Procedure

Grade of INC
Students who received a grade of incomplete (INC) in a given semester can apply for a make-up examination in the subsequent semester. The deadline of the application varies by semester. Students are encouraged to check the academic calendar for the application deadline. The examination date is also posted on the academic calendar. Students only need to apply for a make-up examination if they need to have an actual examination administered. Students who do not need an examination in order to resolve the incomplete must contact their professor. The make-up examination is administered by an Enrollment Management staff member. The fee for make-up examination is as follows:

One exam.............................. $25
Two exams.............................$30
Three or more exams..............$35

Faculty member must provide the make-up exam to the Office of the Registrar one week prior to the make-up examination date. After the student takes the make-up examination, the completed examination will be forwarded to the faculty’s academic department for distribution and grading. The faculty member can then complete the Resolution of Incomplete Grade Application or Grade Change Online Administrative Utility. The Resolution of Incomplete Grade Application is available at the Office of the Registrar or with your Department Administrative Assistant. To use the Grade Change Online Administrative Utility, you will
need to notify your Department Chairperson or Department Administrative Assistant. Only the Chairperson and the Department Administrative Assistant Faculty members must complete a Change of INC form for the student to change the INC grade to a letter grade. Faculty members can complete the online Grade Change process. The paper form is also available from the academic department secretary, and at the Office of the Registrar. Faculty member must show their John Jay faculty identification card to obtain a Change of INC form. Completed Change of INC form must be submitted to the Office of the Registrar for processing.

**Grade of W**
To apply for withdrawal without academic penalty for a course, students must complete the Withdrawal Form either online on the Jay Stop website or the paper form in-person. The completed form must be submitted by the deadline indicated on the academic calendar. For more information, see *Withdrawal from Courses.*

**Grade of WA**
To rectify grade of WA, students must submit appropriate proof of immunization documents to the Health Office. Upon receiving the documents, the Health Office will issue the student a Grade of WA Reversal Form. Students must seek the faculty member signature of each course taken during that semester to verify attendance. The completed form must be submitted to the Office of Jay Express Services before the last day of classes as indicated on the academic calendar. Grade of WA Reversal Forms submitted after WebGrade information is assigned will require the faculty member to complete a Change of Grade form in order to assign the student a grade.

**Grade of WN**
Students who received a grade of WN for required courses in the major or general education requirement must take the course again. If the grade of WN is assigned to an elective course, the student has the option of retaking the course. Students who wish to retake the course must register for the course in the future semester. The CUNY F policy will apply to grade of WN for Fall 2008, Winter 2008, Spring 2009, and Summer 2009 semesters only.

If the grade of WN was an error and the student was in fact attending the course, the student must complete a WN Reversal Form, obtain the faculty signature, and return it to the Jay Express Services Counter. Students have until the end of the semester in which the grade of WN was assigned to submit the WN Reversal Form.

**Grade of WU**
Students who received a grade of WU for required courses in the major or general education requirement must take the course again. If the grade of WU is assigned to an elective course, the student has the option of retaking the course. Students who wish to retake the course must register for the course in the future semester. See *CUNY F Policy* for details on how retaking a course with a grade of WU will affect student’s academic record.

**Grade of R**
Students who receive a grade of R must register for the remedial course again in the following semester. There is no make-up examination available for remedial courses.

**CUNY F Policy**
This policy is instituted and applied for academic records in the fall 1990 semester and thereafter. Students who have received a grade of F, FIN, or WU for a particular course may take the same course again in a
future semester to earn a higher grade. Students must retake the same course discipline and number, but is not required to take it with the same faculty member. If the student took the course in another institution on e-permit or permit, the course must be retaken at that institution. Upon retaking the course, if the student receives a grade of C- or better, the new earned grade will be calculated and the grade of F or WU will be subtracted from the cumulative grade point average calculation. If the student receives below a grade of C-, both the new earned grade and the grade of F, FIN, or WU will be calculated to the cumulative grade point average. The original grade of F, FIN, or WU, however, still remains on the official transcript. This policy is only available for up to five times or 16 credits (which ever is less) for the duration of the students’ undergraduate enrollment in CUNY.

Students who have taken a course on e-permit and received a grade of F, FIN, or WU must retake the course and receive a grade of C- or better at the same e-permit institution in order to benefit from the CUNY F policy.

If the student receives a grade of F, FIN, or WU in the course taken the second time, both of the failure grades will be computed into the grade point average. If the student takes the course the third time and receives a grade of C- or better, then both of the previous grades of F, FIN, and/or WU will not be computed into the grade point average. Thus, the student forfeits the total credits for the first and second time the course was taken.

**Procedure**

Students who wish to benefit from the CUNY F policy must register for the same course in a future semester in the institution the course was originally taken. Upon receiving the grade of C- or better, the Office of the Registrar will automatically update the academic database annually during the summer.

**GRADING FOR REMEDIAL COURSES**

**Policy**

Students taking remedial courses are generally assigned grades of P, R or F. Grades of P and R are not computed into the student’s grade point average. However, grade of F is computed into the student’s grade point average. Grade of P for remedial courses is assigned when students meet all the requirements of the course during the semester and passes the placement test at the end of the semester. Grade of R for remedial courses is assigned when students meet all the requirements of the course during the semester but fails the placement test at the end of the semester. Grade of F for remedial courses is assigned when students fail to complete the course during the semester; thus, the student is not eligible to take the placement test at the end of the semester.

For students enrolled in MAT 103, the faculty member has the discretion to award a grade of A for students who excel in the course work, examination, and pass the placement test at the end of the semester. The grade of A will be computed into the student’s grade point average.

**Procedure**

There is no procedure for this grading policy.

**SENIOR CITIZEN AUDITING OF COURSES**

The grade of AUD is assigned when a senior citizen, age sixty or above, elects to audit a course. The student must be the age of sixty by the first day of classes as indicated in the academic calendar. Enrolling in courses on an audit basis gives the student the right to attend and participate in all aspects of the course
without receiving credit for the course. The course will not apply to any degree or certificate program offered by CUNY.

Senior citizens who apply as non-matriculated students will be assigned the AUD grade automatically for all courses.

**PASS/FAIL OPTION GENERAL**

**Policy**
The pass/fail option is available for students to take elective courses in a pass or fail option where the passing grade earned will not be computed into their grade point average. Passing grades will receive a notation of a grade of P on the transcript. However, if the student is granted a grade of F, this grade will be computed into the grade point average. For undergraduate students, if the course that has been taken as pass/fail option is a course needed in the major, the course will automatically be counted as an elective. Each student can only apply for one pass/fail option per semester and a maximum of four pass/fail option may be applied per academic degree. Once applied, the pass/fail option is irrevocable.

**Undergraduate Students**
Additional to the general policy of pass/fail option, undergraduate students must also meet the following criteria to be eligible for pass/fail option:

- the student must have completed 60 degree credits, and
- earn a minimum cumulative 2.0 grade point average, and
- meet the pre-requisites of the course they are applying this option, and
- the course is not a general education requirement, and
- the course may not be used to satisfy the major.

**Graduate Students**
Graduate students must complete all requirements in their degree program. If required for their program, graduate students can only take undergraduate courses such as Statistics 250 and Psychology 311 as pass/fail option.

**Procedure**

**In-person**
To apply for pass/fail option in-person, students must come to the Jay Express Services Counter and complete the application. The application must be received at the Jay Express Services Counter by the close of the second week of classes for spring and fall semester (or first week of classes for the summer and winter session). Generally, all Pass/Fail applications will be processed within 5-10 business days after the fourth week of classes. Once applied, the pass/fail option is irrevocable.

**By mail**
To apply for pass/fail option by mail, students can download the pass/fail option application from the Jay Stop website and mail the completed application to the Registrar’s Office. The application must be received at the by the end of the second week of classes for spring and fall semester (or first week of classes for the summer and winter session). Generally, all Pass/Fail applications will be processed within 5-10 business days after the fourth week of classes. Once applied, the pass/fail option is irrevocable.

**Repeat Failures of the Same Course**

**Policy**
Students who receive the grade of F, W, WU, or FIN – or any combination of these grades – two times for the same course shall receive notice from the Office of the Registrar by email of the policy at which time the students shall also be advised to obtain academic counseling from the Office of Academic advisement or from the Coordinator of the student’s major or minor. Students who have received the grade of F, W, WU, or FIN – or any combination of these grades – three times for the same course shall be barred from registering the following semester because the student is not making appropriate progress toward a degree. A stop shall be put on the registration file of such students by the Office of the Registrar. Such students shall be advised by the Office of Academic Advisement or by the Coordinator of the student’s major or minor, as appropriate, or by the student’s SEEK Counselor if the student is in the SEEK Program. Such students shall be permitted to register only after a plan of study is developed and agreed to in writing and official written permission for the student to register is transmitted to the Office of the Registrar. If it is determined that the student is unable to make progress toward completing the degree, the student may be permanently barred from registering. Students may appeal this decision in writing to the Dean of Undergraduate Studies or to the Vice President for Enrollment Management.

**MAKE-UP EXAMINATION**

Students who received an incomplete grade (INC) in a given semester can apply for a make-up examination in the subsequent semester. The deadline of the application varies by semester. Students are encouraged to check the academic calendar for the application deadline. The examination date is also posted on the academic calendar. Students only need to apply for a make-up examination if they need to have an actual examination administered. Students who do not need an examination in order to resolve the incomplete must contact their professor. The make-up examination is administered by an Enrollment Management staff. The fee for make-up examination is as follows:

- One exam.......................... $25
- Two exams.......................... $30
- Three or more exams.............. $35

Faculty member must provide the make-up exam to the Office of the Registrar one week prior to the make-up examination date. After the student takes the make-up examination, the completed examination will be forwarded to the faculty’s academic department for distribution and grading. Faculty must complete a Change of INC form for the student to change the INC grade to a letter grade. This form is available from the academic department secretary or at the Office of the Registrar. Faculty member must show their John Jay faculty identification card to obtain a Change of INC form. Completed Change of INC form must be submitted to the Office of the Registrar for processing.

**CHANGE OF FINAL GRADE**

**Policy**

There are two types of Change of Final Grade applications: Change of Grade and Change of INC Grade. Change of Final Grade must be completed within one academic year in which the initial grade was received. This process must be initiated by the faculty member.

**Change of Grade**

This process is applicable when the grade input on Web Grade is completed in error for a student. The erroneous grade must be a letter grade. Grades, once submitted to the Registrar, shall not be changed unless there has been a computational error resulting in an incorrect grade having been submitted. Given this policy, faculty shall not permit students to redo work for a higher course grade or to submit supplemental/extra work in an attempt to improve their final course grade after grades have been submitted to the Registrar.
**Change of INC Grade**
This process is applicable when the grade issued on Web Grade is a grade of INC.

**Procedure**

**Change of Grade**
Change of Final Grade application is available at the Registrar’s Office or with department secretary. The faculty member must present John Jay faculty identification in order to receive a Change of Final Grade form at the Registrar’s Office.

Faculty requests for a change in a final grade for an undergraduate course shall be submitted to the department chair, and, if approved, submitted by the chair to the Dean of Undergraduate Studies. If the Dean of Undergraduate Studies approves the grade change request because a computational error was made, the Dean shall forward the change of grade request to the Registrar. Faculty requests for a change in a final grade for a graduate course shall be submitted to the program director and, if approved, submitted by the program director to the Dean of Graduate Studies. If the Dean of Graduate Studies approves the grade change request because a computational error was made, the Dean shall forward the change of grade request to the Registrar.

**Change of INC Grade**
For Change of INC Grade procedure, see Rectifying Incomplete Grade above.

**GRADE APPEAL**

**Policy**
Undergraduate students may petition a grade received in the course if there is reasonable and documented proof that there may have been a computation error. Before seeking a grade appeal, undergraduate students are encouraged to speak to the faculty member to find a resolution. If the conversation does not remedy the situation, or if students choose to not follow that route, then students who think that a final grade was issued erroneously may file a grade appeal to the departmental grade appeals committee by submitting the form to the Registrar’s Office. Appeals must be filed by the twenty-fifth calendar day of the subsequent long semester. Courses taken in spring semester or summer sessions must be appealed by the twenty-fifth calendar day of the subsequent fall semester; courses taken in the fall semester or winter session must be appealed by the twenty-fifth calendar day of the subsequent spring semester. Students shall be limited to three grade appeals during their educational experience at the College; however, any grade appeal that is successful shall not count toward that three-appeal limit.

The request shall be reviewed by the departmental grade appeals committee. The departmental committee has thirty calendar days to review the matter and make a recommendation to the faculty member. For interdisciplinary programs, grade appeals will go to the department grade appeals committee of the academic department who hired the faculty member. The faculty member, upon receipt of the committee’s recommendation, must render a judgment within fourteen calendar days and communicate in writing to the Office of the Registrar his or her decision to either sustain the grade or submit a grade change.

If the departmental grade appeals committee fails to make a recommendation to the faculty member within thirty calendar days, the grade appeal will be sent to the college-wide grade appeals committee. The college-wide grade appeals committee shall have thirty additional calendar days to make a recommendation to the faculty member. The faculty member’s responsibilities and responses are the same as above.
The college-wide grade appeals committee shall comprise five tenured members of the faculty, who shall be nominated by the Faculty Senate and elected by the College Council. No more than one faculty member from any department may concurrently serve on the committee. The committee shall elect a chair from its own membership.

In truly exceptional circumstances, the grade change may be authorized by someone other than the faculty member who taught the course. If either committee determines that such is the case, the chair of the respective committee shall forward the information and related documents to the chair of the academic department that owns the course. The chair of the department, in consultation with the department grade appeals committee, shall review the case and if the grade appeals committee determines that a grade change is necessary and appropriate, it shall render its decision and change the student’s grade by the process and deadline established for the faculty member above.

No change in grade may be authorized except by the faculty member teaching the course or by the faculty member teaching the course or by the department chair in consultation with the department grade appeals committee.

If a faculty member changes a grade in response to a recommendation of either the departmental grade appeals committee or of the college-wide grade appeals committee or if a department chair changes the grade in consultation with the department grade appeals committee, that grade is final.

**Procedure**

Students can obtain the Grade Appeal Application at the Jay Express Services Counter. After completing the application, students must submit the application along with three sets of personal statement and photocopies of all supporting documents. Students must retain all original documents. Appeals for grades received after twenty-fifth calendar day of the subsequent semester will not be accepted unless there is reasonable documentation indicating the reason for late appeal.

**WebGrade**

All grades should be submitted online by the professor via WebGrade. At the end of each semester, web grade access and instructions are distributed to the department secretary of each academic office. WebGrade is accessible on any computer with internet connection. Students will be able to view their grades once the faculty member inputs the information on Web Grade. Faculty members are encouraged to submit course grades by the deadline noted on the Academic Calendar.

**E-Grades**

For the quickest way to find out grades received for classes, students can sign up for e-grades online. Once the faculty member submits the grade on the Web Grade system, students will receive a notification to their John Jay student email regarding their grade. This service is free of charge. However, students need to sign up for e-grade for each semester they wish to receive this service.