City Tech Grade Explanation Chart

	Passing Grade (A - D)	Failure (F)	Withdrawal Drop (WD)	Withdrawn Never Attended (WN)	Withdrawal for Administrative Reasons (WA)	Withdrawal (W)	Withdrew Unofficially (WU)	Incomplete (INC)	Credit/No Credit (CR/NC)
Deadlines	Final grade submission deadline (see Academic Calendar)	Final grade submission deadline (see Academic Calendar)	Week 3 of semester (see Academic Calendar for exact date)	Week 3 of semester - final day to participate before WN (see Academic Calendar for exact date)	Week 4 of semester (see Academic Calendar for exact date)	Week 9 of semester (see Academic Calendar for exact date)	N/A	Week 4 of the following semester - last date to submit letter grade before INC becomes FIN (see Academic Calendar for exact date)	Week 1 of second semester (see Academic Calendar for exact date)
Definition	Student completes a course successfully.	Student completes a course without earning a passing grade.	Student drops a course after the first week of the semester and before the withdrawal period opens.	Student registers for a course but does not attend, submit an assignment, or participate in an academically related activity (such as participating in an online class discussion, attending an assigned study group, etc.) in the first 21 days of the semester.	Student begins a class but does not submit required documentation (such as immunization records) before the deadline, or needs to withdraw later in the semester for personal reasons (such as family or medical emergency with long-term impact).	Student decides to officially drop a course after the first few weeks of the semester and before the published withdrawal deadline.	Student begins a class but at a point before the end of the semester completely stops attending, without officially withdrawing.	With the instructor's agreement, student makes a commitment to complete missed assignments or exams after the end of the semester. This option is only available if student has been participating regularly in the course during the semester.	For first-semester freshmen and first-semester transfer students ONLY, student may opt to have one D grade in a course converted to CR, or F converted to NC.
Who Initiates the Grade: Student or Professor	Grade assigned by the **professor** at the end of the semester.	Grade assigned by the **professor** at the end of the semester if student does not pass the course.	**Students:** please click on the link below for guidance on dropping a course using Schedule Builder: https://www.citytech.cuny.edu/registrar/docs/Student_Guides/How_to_Drop_or_Withdraw_from_a_Class_Using_Schedule_Builder.pdf	Assigned by the **professor** if student does not attend class, meaningfully participate, or communicate before the deadline.	If student does not submit immunization records, withdrawal from classes is automatic after the academic calendar deadline. In the event of a family or medical emergency, student should contact admissions@citytech.cuny.edu	**Students:** please click on the link below for guidance on dropping a course using Schedule Builder: https://www.citytech.cuny.edu/registrar/docs/Student_Guides/How_to_Drop_or_Withdraw_from_a_Class_Using_Schedule_Builder.pdf	Assigned by the **professor** at the end of the semester if student stops attending class and does not officially withdraw before the published deadline.	**Students** must speak with their instructor before the last day of the semester (preferably before last class meeting) and agree on a plan to complete the assignments.	After all final grades for the first semester at City Tech are posted, **first-semester students** (first time in college and transfer students) may complete and submit the Opt-In Form: https://www.citytech.cuny.edu/registrar/fss-credit-no-credit-policy.aspx
How Grade Appears on Transcript & Affects Academic Standing	Grade will appear on student transcript and factor into cumulative GPA. A 4.0 / A– 3.7 / B+ 3.3 / B 3.0 / B– 2.7 / C+ 2.3 / C 2.0 / D 1.0	Grade will appear on student transcript. A grade of F (0.0) in the GPA calculation will significantly decrease student GPA. If student re-takes and passes the course at City Tech with a grade of C or higher, the new grade will replace the F in student's GPA calculation, though the F from the initial course attempt will still appear on the transcript.	A WD does not appear on student transcript or get calculated in cumulative GPA.	A WN is not printed on transcript or calculated in cumulative GPA.	A WA indicates that the student was withdrawn for administrative reasons. No effect/ not calculated in cumulative GPA.	A W grade on the transcript indicates student began but did not complete the course and officially withdrew before the deadline. Not calculated in cumulative GPA.	A WU grade on the transcript indicates that student stopped attending the course and did not officially withdraw from the class. Not calculated in cumulative GPA.	INC indicates incomplete, and remains until work is completed and assessed by professor, then changes to the grade earned. The Incomplete automatically converts to an F (noted as "FIN") if not updated by the instructor before the published deadline the following semester. Final grade is calculated into cumulative GPA.	Removes the grade from the GPA calculation, improving student's overall GPA if their other grades are above a D. CR indicates that student passed the course; NC indicates that student did not pass the course.
Effect on Tuition Charges	Not applicable	No effect on tuition charges.	May be responsible to pay 25% to 75% of the tuition charges associated with the class.	100% responsible to pay the tuition charges associated with the class.	100% responsible to pay the tuition charges associated with the class.	100% responsible to pay the tuition charges associated with the class.	100% responsible to pay the tuition charges associated with the class.	No effect on tuition charges.	No effect on tuition charges.
Effect on Financial Aid	These courses count toward student financial aid statistics.	Can affect student financial aid for the next semester and may make it difficult to meet financial aid satisfactory academic progress (SAP) standards, which generally include having a 2.0 or higher and earning enough credits each academic year. Students should consult with the Office of Financial Aid: email financialaid@citytech.cuny.edu for federal financial aid guidance or TAPinfo@citytech.cuny.edu for state financial aid guidance.	May affect financial aid if dropping the course without adding another changes student status for the semester from full-time to part-time, or in other special cases. It can also affect student aid for future semesters by making it difficult to meet satisfactory academic progress (SAP) standards, which generally include having a 2.0 or higher and earning enough credits each academic year. Students should consult the Office of Financial Aid before making a decision: email financialaid@citytech.cuny.edu for federal financial aid guidance or TAPinfo@citytech.cuny.edu for state financial aid guidance.	A WN can affect financial aid if it changes student's status for the semester from full-time to part-time. It can also affect student aid for future semesters by making it difficult to meet satisfactory academic progress (SAP) standards, which generally include having a 2.0 or higher and earning enough credits each academic year. Students should consult with the Office of Financial Aid: email financialaid@citytech.cuny.edu for federal financial aid guidance or TAPinfo@citytech.cuny.edu for state financial aid guidance.	WA grades will impact student's eligibility for Financial Aid. Students should consult with the Office of Financial Aid: email financialaid@citytech.cuny.edu for federal financial aid guidance or TAPinfo@citytech.cuny.edu for state financial aid guidance.	A W can affect financial aid for the current semester or future semesters, depending on when student withdraws from a course. It can also affect student aid for future semesters by making it difficult to meet satisfactory academic progress (SAP) standards, which generally include having a 2.0 or higher and earning enough credits each academic year. Students should consult with the Office of Financial Aid: email financialaid@citytech.cuny.edu for federal financial aid guidance or TAPinfo@citytech.cuny.edu for state financial aid guidance.	A WU grade can affect financial aid for the next semester and make it difficult to meet financial aid satisfactory academic progress (SAP) standards, which generally include having a 2.0 or higher and earning enough credits each academic year. Students should consult with the Office of Financial Aid: email financialaid@citytech.cuny.edu for federal financial aid guidance or TAPinfo@citytech.cuny.edu for state financial aid guidance.	An Incomplete does not affect the financial aid award for the current semester, but may have implications for future semesters based on student's final course grade.	A CR usually counts toward student financial aid statistics as a successfully completed course; an NC counts as a failed/not-completed course. Choosing CR may have implications on meeting financial aid requirements (for example, some scholarships may require a minimum number of credits to be taken each semester for a letter grade). Students should consult with the Office of Financial Aid before making this decision: email financialaid@citytech.cuny.edu for federal financial aid guidance or TAPinfo@citytech.cuny.edu for state financial aid guidance.
When This Is Advised & Additional Considerations	Additional considerations: Some specific degree programs and classes require a C or higher to pass (as listed in the course description), so students who earn a D would need to re-take the course.	To avoid failing a course, student should consider withdrawing at the end of the withdrawal period. Students should participate in the course as long as possible to maximize learning and the chance of passing when retaking the course. Before withdrawing, students should consult with instructor, academic advisor, and financial aid for guidance. Additional Considerations: F grades may affect student eligibility for the Deans list, graduation, and academic standing. If GPA falls or remains below a 2.0 as a result, student may be placed on academic probation or dismissal.	It is recommended for students to drop classes in cases of emergency. Students should consult with Financial Aid to understand the implications. Additional Considerations: Students should reach out to the Student Success Center, ASAP, C-STEP, SEEK, or CUNY EDGE for guidance.	Not advised. Student should always drop or officially withdraw from a course. Additional considerations: Can affect student eligibility for the Dean's List in the same semester or academic year. Students need at least 12 graded credits in the semester for the full-time list (or 12 graded credits for the academic year for the part-time list) to be eligible.	All students are required to adhere to with New York State Public Health Law 2165. Somme students may qualify for an exemption; please refer to the link below for eligibility criteria: https://www.citytech.cuny.edu/admissions/immunization-requirements.aspx	If student already plans to retake the course in a future semester and wants to register immediately; or if they have reached the end of the semester and will otherwise fail the course. Withdrawal may also be recommended if students are interested in applying for degree or graduate programs which require high grades. Students should consult department advisors about their particular situation. Additional considerations: Can affect student eligibility for the Dean's List in the same semester or academic year. Students need at least 12 graded credits in the semester for the full-time list (or 12 graded credits for the academic year for the part-time list) to be eligible.	None. Students should always officially withdraw from a course. Additional considerations: Can affect student eligibility for the Dean's List in the same semester or academic year. Students need at least 12 graded credits in the semester for the full-time list (or 12 graded credits for the academic year for the part-time list) to be eligible.	The effect on an academic record depends on the student's final grade after submitting the missed assignments or exams. If student does not submit classwork by the deadline they will receive an FIN, which is calculated like an F as 0.0 in GPA calculations, and may significantly decrease the GPA.	Choosing CR or NC minimizes the negative impact of a D or F on student GPA. Good in most situations. Additional considerations: Can affect student eligibility for the Dean's List in the same semester or academic year. Students need at least 12 graded credits in the semester for the full-time list (or 12 graded credits for the academic year for the part-time list) to be eligible.
What to Do if Affected Course Is Prerequisite for Another Required Course	For A-C and most D grades, student can register for the next course. Some prerequisites specify that the previous course must have a C or higher; in this case, students with D grades will need to re-take the prerequisite course.	Student will need to retake and pass this course before registering for the next one.	Student will need to register again in a future semester and successfully complete this course before taking the next one.	Student will need to retake and pass this course before taking the next one. Student should re-register for this course next semester and drop any course that requires it as a prerequisite.	Student will need to register again in a future semester and successfully complete this course before taking the next one.	Student will need to retake and pass this course before taking the next one. If student decides to withdraw, student should immediately re-register for this course next semester and drop any course that requires it as a prerequisite.	Student will need to retake and pass this course before taking the next one. Student should re-register for this course next semester and drop any course that requires it as a prerequisite.	If student completes the work and instructor posts a passing grade in CUNYfirst with enough time before the next semester starts, student will be able to take the next course right away (unless final grade is an F). If the grade is updated after that, student will have to wait a semester before taking the next course.	If student receives CR, they can register for the next course in most cases. Some courses require prerequisite courses with a C or higher; in that case student will need to re-take the prerequisite course for a grade. If student receives NC, student will need to retake and pass this course before taking the next one.