

## City Tech Student Guide to Flexible Grading Policy Options for Spring 2020

- The categories are for the most part OPTIONAL / A CHOICE you can make for yourself, preferably in consultation with a faculty advisor. Only an incomplete requires additional permission.
- All of these choices apply to individual courses. You can choose the right option for each of your classes individually—it does not need to be the same for all.
- Once you've chosen one of these options, it's a **permanent choice**. You can't change your mind.

	Withdrawal (W)	Incomplete (I)	Credit/No Credit (CR/NC)
What is it?	Dropping a class late in the semester	With the prior permission of your professor, postponing some work or tests to be turned in after the end of the semester	Converting the letter grade that would go on your transcript to either credit (CR) for an A, B, C, or D, or no credit (NC) for an F
When is the deadline?	May 14, 2020	May 21, 2020 but preferably before May 14, 2020)	June 25, 2020
What situation is it best for?	<p>Withdraw if you already know you want to re-take the course in a future semester and want to register immediately or if you stopped participating in class and have not been in touch with the instructor since then.</p> <p>Withdrawing may be best for some students interested in entering a highly competitive degree program, such as clinical health professions or graduate school, and who need to demonstrate mastery of the topic of the course. If you think this is you, talk to an advisor about your particular situation.</p> <p>In most other cases, for Spring 2020 this is not the best option; taking credit/no-credit will be more beneficial and give you more time to make a decision.</p>	<p>Ask your instructor to consider granting you an incomplete if you missed just one exam, and/or one assignment, amounting to approximately 25% or less of the total grade for the course.</p> <p>It's best if you don't need the course as a prerequisite for what you're planning to take next semester.</p>	<p>Select CR/NC if you earn a failing grade or a grade that will lower your cumulative GPA, and are not planning to apply to a clinical health degree program or an otherwise competitive degree program.</p> <p>Be careful about this choice if you are in a degree program where knowledge is highly cumulative, and may need to repeat a course in which you earned a D grade to be ready for what comes next. Talk to an advisor first about your particular situation.</p> <p>If you are graduating and have a cumulative or major GPA below a 2.0, talk to an advisor before choosing this option.</p>

	Withdrawal (W)	Incomplete (I)	Credit/No Credit (CR/NC)
What does it look like on my transcript?	<p>W indicates you did not finish the course.</p> <p>Not calculated in cumulative GPA.</p>	<p>I indicates incomplete, and remains until the deadline to complete work, then changed to the grade earned.</p> <p>Automatically becomes an F (noted as "FIN") if not updated by the instructor before Dec 23, 2020.</p> <p>Final grade is calculated into cumulative GPA.</p>	<p>CR indicates that you passed the course and received credit for it; NC indicates that you did not pass the course.</p> <p>Neither the CR nor the NC is calculated into cumulative GPA.</p>
How will this affect my financial aid?	<p>A W can affect your financial aid for the current semester, depending on when in the semester you withdraw from a course. Email <a href="mailto:financialaid@citytech.cuny.edu">financialaid@citytech.cuny.edu</a> for federal financial aid or <a href="mailto:TAPinfo@citytech.cuny.edu">TAPinfo@citytech.cuny.edu</a> for state financial aid to ask how it will affect you before making this decision.</p>	<p>An incomplete does not affect the financial aid award for the current semester, but may have implications for future semesters based on your final course grade.</p> <p>Students who receive federal and state aid are required to successfully complete courses within a specified period of time, with a determined GPA and at a pace based on the length of their academic program, known as Satisfactory Academic Progress (SAP). Both types of aid allow for a college to exclude any attempted credits that you did not complete from spring 2020 semester SAP calculation, as a result of COVID-19. If this affects you, email <a href="mailto:financialaid@citytech.cuny.edu">financialaid@citytech.cuny.edu</a> for federal financial aid or <a href="mailto:TAPinfo@citytech.cuny.edu">TAPinfo@citytech.cuny.edu</a> for state financial aid to ask how to file an appeal.</p>	<p>In most cases, a CR will not negatively affect your financial aid. However, there may be cases where eligibility for financial aid could be affected, including private scholarships, state student aid, and federal student aid. Email the address below before selecting CR.</p> <p>If you select NC in place of a failing grade, it may affect your academic progress. Students who receive federal and state aid are required to successfully complete courses within a specified period of time, with a determined GPA and at a pace based on the length of their academic program, known as Satisfactory Academic Progress (SAP). Both types of aid allow for a college to exclude any attempted credits that you did not complete from spring 2020 semester SAP calculation, as a result of COVID-19.</p> <p>To check how a CR or NC will affect you, email <a href="mailto:financialaid@citytech.cuny.edu">financialaid@citytech.cuny.edu</a> for federal financial aid or <a href="mailto:TAPinfo@citytech.cuny.edu">TAPinfo@citytech.cuny.edu</a> for state financial aid.</p>

	Withdrawal (W)	Incomplete (I)	Credit/No Credit (CR/NC)
What are some possible complications?	Can affect your eligibility for the Dean's List in the Spring 2020 semester. You need at least 12 graded credits this semester for the full-time list (or 12 graded credits for the academic year for the part-time list) to be eligible.	Some time is needed for grading and for the processing of the update in CUNYfirst. Make sure to turn in work and follow up well before any deadlines that affect you.  If you ultimately earn a final grade that would lower your cumulative GPA, you can select credit/no credit within 20 days of the grade being assigned.	Can affect your eligibility for the Dean's List in the Spring 2020 semester. You need at least 12 graded credits for the full-time list (or 12 graded credits this semester for the academic year for the part-time list) and all must be passing grades to be eligible.  The VA does not typically pay for classes for which, such as CR/NC, may not contribute to student progress standards for graduation (what the VA calls "non-punitive grades"). Contact the campus Veterans Certifying Official prior to declaring the CR/NC option at VACerts@citytech.cuny.edu.
If this course is a prerequisite for one I'm planning to take in the summer or fall, what happens?	You will have to retake and pass this course before you can take the next one. If you decide to withdraw, you should immediately re-register to take the withdrawn course next semester and drop any course that requires it as a prerequisite.	If you complete the work and your instructor posts a passing grade in CUNYfirst before August 14, 2020, you will be able to take the next course in the fall. If the grade is updated after that, you will be able to take the next course in the Spring 2021 semester (unless your final grade is an F).	With a CR, you can take the next course, even if it usually requires a C or higher. If you convert a D to a CR, talk to your instructor about what you should do to make sure you're ready for the next course.  With an NC, you will not be able to take the next course until you re-take and pass this one.
How do I choose this option?	1. Log in to CUNYfirst at <a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a>  2. Select Campus Solutions, Self Service followed by Student Center  3. In the Academics section, click the Enroll link followed by the drop tab	By discussing with your instructor before May 21 (preferably before classes end on May 14) and agreeing on a plan.	After final grades are in, there will be an option in CUNYFirst that will allow you to select from a drop-down menu the course and original grade submitted by your professor and submit your request to have the letter grade converted to a CR/NC.