



To: All Faculty
From: Yvette Rosario, Senior Registrar
Date: December 14, 2016
Re: CUNYfirst FINAL GRADE SUBMISSION – Fall 2016

WELCOME TO CUNYfirst FINAL GRADE SUBMISSION FOR Fall 2016 SESSION (begins 08/25- ends 12/21)

CUNYfirst grading is open and all grade rosters are due Friday, December 30, 2016. CUNYfirst can be accessed from any location where there is Internet availability. The URL is <https://home.cunyfirst.cuny.edu>. From the **Enterprise Menu**, select the **HR/Campus Solutions** link. Then navigate to **Self Service > Faculty Center > My Schedule**.

GRADE INFORMATION

WN Grades – A grade of **WN** denotes that the student “NEVER ATTENDED.” The grade of **WN** was issued as per “COA” (Certification of Attendance Rosters) submitted by the faculty after the end of the third week of classes.

WU Grades – Faculty assign the grade of **WU** only if the student attended at least once. This grade may be assigned to a student that “unofficially withdrew” (stopped attending; work performance cannot be evaluated to **EARN** a grade).

F Grades - A grade of **F** is a failure grade given to a student who completed the class and failed. This grade is assigned for work that in the judgment of the instructor does not deserve college credit.

INC Grades- For an instructor to grant an INC, the student must have met the instructor's attendance requirements in the course and have a passing average. The INC grade is assigned when student's fail to complete all requirements for a course during the term, such as submitting a paper or taking a final examination. The grade of INC is awarded only when the course requirement has not been completed for good and sufficient reasons and when there is a reasonable expectation that the student can successfully complete the requirements of the course.

The student must complete the missing work within the **first ten weeks of the following term** and the instructor has until the end of the term to submit the eGrade Correction. However, if the student is eligible and has applied for graduation, the eGrade Correction must be submitted prior to the term conferral date. If the instructor is not available, the student must consult with the department chair. INC grades not completed by the deadline will become a grade of “FIN.”

For information regarding grades, kindly contact Nelson Tulsiram or John Lucente. Their offices are located in Shuster Hall Rm 105, and they can be reached via email or phone at Rudranauth.Tulsiram@Lehman.Cuny.Edu EXT.8526 and John.Lucente@Lehman.Cuny.Edu EXT. 5183.



Explanation of Current Grades

Undergraduate Grades

Grade	Explanation	Qual Points
A	Excellent	4
A-		3.7
B+	Good	3.3
B		3
B-		2.7
C+	Satisfactory	2.3
C		2
C-		1.7
D+	Poor	1.3
D		1
F	Failure/Unsuccessful Completion of a course	0
P	Pass	----

NC	No Credit	
NP	No Pass	
R	Course must be repeated until minimum level of proficiency is attained	----
INC	Incomplete	
	An incomplete that has been turned to an F	----
W	Withdrawal without penalty	----
WA	Administrative withdrawal	----
WN	Never Attended	----
WU	Unofficial withdrawal. (Student stopped attending)	----
AUD	Audited course	----
Z	Registrar's grade when a grade has not been submitted by the instructor	----

Graduate Grades

Grades	Explanation	Qual Points
A	Excellent	4
A-		3.7
B+	Good	3.3
B		3
B-		2.7
C+	Satisfactory	2.3
C		2
F	Failure/ Unsuccessful Completion of a course	----
NP	No Pass	
R	Course must be repeated until minimum level of proficiency is attained	----
SP	Satisfactory progress restricted to fieldwork, thesis, or research course requires one more semester for completion	----
INC	Incomplete	----
FIN	Failure to complete coursework by not resolving INC grade within one year	----
W	Withdrawal without penalty	----
WA	Administrative withdrawal	----
WN	Never attended	
WU	Unofficial withdrawal (Student stopped attending)	----
Z	Registrar's grade when a grade has not been submitted by the instructor	----