

To: All Faculty
From: Yvette Rosario, Senior Registrar
Date: December 13, 2018
Re: CUNYfirst FINAL GRADE SUBMISSION – Fall 2018

WELCOME TO CUNYfirst FINAL GRADE SUBMISSION FOR THE Fall 2018 (begins 08/27 – ends 12/21). CUNYfirst grades are open today and all grade rosters are due Friday, December 28, 2018. 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 “VOE” (Verification of Enrollment Roster) submitted by the faculty after the end of the third week of classes. This grade is **NOT** available via the grade roster.

WU Grades -A grade of “**WU**” is assigned to students **who attended a minimum of one class, completely stopped attending at any time before final exam week**, and did not officially withdraw. When a student does not officially withdraw from a course and fails to complete the course requirements, the instructor should assign the grade of “**WU**” on the final grade roster.

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- The grade of “**INC**” (Incomplete) should **only** be given by the instructor in consultation with the student, following the below guidelines:

- a. There is a reasonable expectation that a student can **successfully complete** the requirements of the course no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term. **Upon timely completion of said incomplete work, the student would earn the appropriate academic grade.**
- b. A student is absent from the final exam and a make-up exam is scheduled no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term.

The grade of “**INC**” lapses to a “**FIN**” grade, as per an established deadline by the individual units of the University but no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term.

For information regarding grades, please contact Miguel Barragan or John Lucente. Their offices are located in Shuster Hall Rm 105 respectively; and can be reached via email or phone at Miguel.Barragan@Lehman.Cuny.Edu EXT.8724 and John.Lucente@Lehman.Cuny.Edu EXT. 5183



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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	----
R	Course must be repeated until minimum level of proficiency is attained	----
INC	Incomplete	----
FIN	An incomplete that has been turned to an F	0
W	Withdrawal without penalty	----
WA	Administrative withdrawal	----
WN	Never Attended	----
WU	Unofficial withdrawal. (Student stopped attending)	0
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-	Good	3.7
B+	Satisfactory	3.3
B		3
B-		2.7
C+		2.3
C		2
F	Failure/ Unsuccessful Completion of a course	0
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	0
W	Withdrawal without penalty	----
WA	Administrative withdrawal	----
WN	Never attended	
WU	Unofficial withdrawal (Student stopped attending)	0
Z	Registrar's grade when a grade has not been submitted by the instructor	----