

# Flexible Grading Policy: Advisor Information Sheet

As part of The City University of New York's response to the COVID-19 pandemic, all students shall have the option to convert any or all of the letter grades earned in their classes during the spring 2020 semester to Credit/No Credit (CR/NC) grading. Ultimately, this Flexible Grading Policy will advance equity for our students. CUNY students may consider not electing the CR/NC option for fear that their choice may reflect negatively on them or may be uninformed about considerations of this grading option for their specific program or discipline. Therefore, it is critical for academic advisors to be actively engaged in informing and advising students on the policy and related implications of the CR/NC option. While you are encouraged to read and familiarize yourself with the [policy](#) and the [FAQs](#), the following are **Top 10 THINGS ADVISORS SHOULD KNOW** to successfully implement the new Flexibility Grading Policy:

1. The CR/NC option is available to ALL students for ALL CUNY courses in ALL Spring 2020 sessions *including Winter, Spring 1 and Spring 2* and any other session within the Spring 2020 semester. The policy supersedes all local policies, and explicitly states that no student may be denied the option of a CR/NC grade in any course or to fulfill any requirement. Students may progress to next-level courses with CR grades.
2. Students will be opting in via CUNYfirst to elect the CR/NC option on a per course basis. CR/NC is a choice that students make in CUNYfirst *after* they have seen the letter grades that they have earned. Holds of any kind will not prevent students from electing this option. Students will have 20 business days after the University's final grade submission deadline, to make this decision. Once the choice is made, it is irreversible. There will be screenshot instructions on how to elect this option in CUNYfirst.
3. Students are encouraged to speak with the relevant program advisor for guidance on the implications of the CR/NC grading option for program or professional considerations, particularly in programs preparing them for careers in licensed professions
4. Current implications on financial aid are as follows:  
SAP: colleges can exclude any attempted credits not completed during the Spring 2020 semester due to COVID-19 from SAP calculations; students will not need to submit an appeal for the exception.  
TAP: students certified by the college as impacted by COVID-19 and receiving state financial aid will not suffer negative consequences regarding their current or future awards; students will be required to submit the CUNY COVID-19 Financial Aid Documentation Form.  
Private Scholarships/Employer Sponsored Tuition Benefits: students are encouraged to reach out to their financial aid counselor, scholarship provider or employer to better understand the implications of the CR/NC grading option.
5. Given that the CR option will have no impact on students' GPAs, advisors need to be particularly cautious in helping students on academic probation or those on the verge of graduation whose index is below 2.0 to determine the implication of opting into the CR/NC option.
6. Note that only grades A-D (and any of their variations) can be converted to CR and only a grade of F to NC. Spring 2020 grades of INC must be completed with a letter grade in order to be eligible for CR/NC (students will be able to convert these grades despite it being past the June 25 deadline)
7. A grade of CR can be used to replace previously-earned penalty grades under the CUNY F Policy by removing the zero-weighted grade from the cumulative average. This will count toward the 16-credit cap under the university-wide F repeat policy.
8. A grade of CR in Spring '20 (earned or transferred from another CUNY institution) will satisfy prerequisites, general education, and major and minor requirements for all courses and programs regardless of the specific grade required. At this time, there is no University-wide policy on the alternative grading schemes of non-CUNY institutions yet individual colleges are encouraged to act in the best interest of students.
9. For the purposes of Degree Works, prerequisites in CUNYfirst, and CUNYfirst Transfer Credit Rules, CR grades earned during Spring 2020 will have a numerical weight of 4.0. This will allow students to register for classes with minimum grade criteria and for classes with CR grades to populate appropriately in DegreeWorks; however, the 4.0 numerical weight will have no effect on any grade index.
10. The CR/NC policy is applicable to all students regardless of matriculation status or special program enrollment. This includes international, veteran, Early College, non-degree, College Now, ASAP, Macaulay, and adult and continuing education students. Students are encouraged to consult with their program offices.