

Scholastic Standing

Scholastic standing is determined by a semester index, computed by multiplying grade value by credit hours for the course, and dividing the sum by the total credit hours.

The following grades are used for final marks:

Grade	Quality Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0

Grade	Grade Value
IN	Incomplete
IP	In progress
L	Audit
P	Passed
WD	Student-initiated authorized withdrawal
WF	Unauthorized withdrawal
Y	Intermediate grade
Z	No grade
*	Developmental course grade notation
>	Repeated course grade notation. See repeat policy.

Grade	Description
IN	Incompletes are assigned at the instructor's discretion. Coursework must be completed within six weeks of the start of the following semester. "IN" cannot become a "WD." An "IN" will turn into a grade of "F" if not resolved.
IP	Indicates that a thesis is in progress. "IP" is replaced by an appropriate letter grade when the thesis is completed or by an "F" if matriculation is not maintained.
L	Audit grade (assigned for non degree student only).
P/F	A "P" grade is not calculated in the GPA, but credit is received and recorded on the academic transcript. An "F" grade is calculated in the GPA.
WD	Student-initiated authorized withdrawal is permitted up to the 13th week (effective Spring 2015) and does not affect GPA. This grade is a terminal grade and changes are not accepted.
WF	Unauthorized withdrawal, which may be assigned at the instructor's discretion, carries a penalty, and is equivalent to an "F" in the GPA. This grade is a terminal grade and changes are not accepted.
Y	Intermediate grade assigned after the first of two semesters or the first two semesters of a three-semester sequence. "Y" will be replaced by an appropriate letter grade when sequence is completed. Does not affect GPA.
Z	No grade reported by instructor at grade-processing deadline. Does not affect GPA.
*	A grade with an asterisk is assigned for a developmental course. Does not affect GPA.
>	Denotes student repeated a failed course. See repeat policy.

All grade disputes must be resolved within two years of receipt of the grade and cannot be disputed once the degree is awarded and sealed.

REPEAT POLICY (EFFECTIVE SPRING 2014)

1. Only a course with a grade of "F," "WA," "WD," or "WF" may be repeated.
2. If a student receives a grade of "F" or "WF," the original grade permanently remains on the official transcript.
3. If a student repeats the course, only the last grade earned will be included in the GPA.
4. A course originally taken for a grade cannot be retaken for a pass/fail grade.
5. A student who wishes to enroll in a third and final attempt of a course may do so only with the approval of the department chair or assistant chair of a students major.

PROCEDURE FOR PASS/FAIL

1. No major subject can be taken on a pass/fail basis. AAS candidates are permitted to take a maximum of 6 free elective or liberal arts elective credits on a pass/fail basis. BS candidates may take up to 6 liberal arts elective credits on a pass/fail basis. BFA candidates are permitted to take 3 elective credits on a pass/fail basis.
2. At least one full semester must have been completed at FIT; students must be currently registered for no fewer than 12 regularly graded credits in addition to the course taken on a pass/fail basis.
3. Only 3 credit hours per semester can be taken on a pass/fail basis.
4. The instructor must be informed within the first three weeks of the class that the course is to be taken on a pass/fail basis. Forms are available in the Registrar's Office.
5. No more than one pass/fail course may be taken in any one department during each degree program.

ACADEMIC STANDARDS/PROBATION AND DISMISSAL

The Office of the Registrar notifies students of their academic standing in writing via email at the end of the fall and spring semesters. Students whose academic standing is academic probation or academic dismissal may appeal the decision to the Faculty Senate Committee on Academic Standards. The academic standing appeal procedure is a formal request by a student seeking to appeal for an exception to the academic standing regulations as published in the college catalogue and on the following website: fitnyc.edu/registrar. A student may appeal their status for three consecutive regular semesters following the decision of probation or dismissal.

Following are the criteria for academic probation or academic dismissal:

- A student is placed on probation if the semester GPA (grade point average) is below 2.0.
- A student is not subject to academic dismissal at the end of the first semester in a degree program.
- A student will be dismissed from the college after two consecutive semesters with a GPA below 2.0.

Students who have been academically dismissed from the college are permitted to take only noncredit-bearing courses offered through the Center for Continuing and Professional Studies.

Please see fitnyc.edu/registrar for complete details for the academic standing appeal process and a copy of the appeal form.

TRANSFER OF CREDIT

The Office of the Registrar evaluates courses from any other accredited college. Transfer credit is awarded only for coursework similar to courses required for a current FIT degree and only when official transcripts and/or score reports have been submitted for review. Only the Registrar can determine individual courses that will transfer to FIT; however, there are some general guidelines:

- Students who have completed equivalent courses will receive transfer credit for coursework in which a grade of "C" or better has been earned.
- Students who have taken the College Level Examination Program (CLEP) and earned a mean score that meets or exceeds the equivalent of a grade of C in a formal course will receive transfer credit.
- Students who have taken the Advanced Placement (AP) Exam and earned a score of three (3) or higher on a scale of five (5) points will receive transfer credit.
- Students who have taken the International Baccalaureate Exam for higher-level courses and earned a grade of 4 or higher will receive transfer credit.

Major or related area transfer credits are evaluated and approved by the major department.

Students should contact the major department upon their initial arrival on campus to arrange an appointment for a review of major courses for possible transfer credit. A department may request additional information on learning outcomes of the course as well as a sample of student work in a portfolio.

Transfer credit Pre-approval

Courses taken at another institution during summer or winter terms to be considered for transfer credit to FIT will require the student to submit a Course Equivalency Assessment Form and obtain Registrar approval before registering for a course at another college.

INDEPENDENT STUDY

Independent study opportunities are available to students in the fall and spring semesters and refer to individualized instruction, which is provided in a tutorial manner outside of a regularly offered class schedule. Participating students work with their sponsoring faculty member to create a course of study and learning outcomes for the independent study and sign an Independent Study Agreement Form (<http://www.fitnyc.edu/registrar/forms/independent-study.php>) to adhere to these learning outcomes. The faculty member assigns the credit value to the course based upon the anticipated learning outcomes and scope of work required during the course of the study.

For all undergraduate degree programs, a maximum of 3 credits of independent study are allowed. Credits earned for independent study can't be used as a substitute for a major-required course and can only be used for elective credit. Two-year AAS students may undertake independent study only in their 3rd or 4th semester, while one-year AAS students may undertake independent study only in their 2nd semester. BFA and BS students are eligible in any upper level semester.

Independent study requests are student initiated and must be made in the preceding semester. Students must have a minimum GPA of 3.5. Students must complete, sign, and submit the Independent Study Agreement Form, in conjunction with their sponsoring faculty member, by April 15 for Fall semester, and November 15 for Spring semester.

FIT POLICY ON CLASSROOM CREDITS AND HOURS

FIT follows the State University of New York (SUNY) policy on credits and hours, which is a variant of the traditional Carnegie Unit. In lecture courses, one semester credit hour equals one hour of classroom instruction and two hours of outside study for each class session. A typical three-credit lecture course at FIT meets three hours a week for 15 weeks for a total of 45 hours, and six hours a week of outside study. In lab/studio courses, one semester credit hour equals two hours of classroom instruction and one hour of outside study. A typical three-credit lab/studio course at FIT meets six hours a week for 15 weeks for a total of 90 hours. For further information, please see the SUNY policy document at <http://tinyurl.com/FIT-SUNY-CreditHR>.