

## Scholastic Standing

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

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     | Auditor                                 |
| P     | Passed                                  |
| WD    | Student-initiated authorized withdrawal |
| WF    | Unauthorized withdrawal                 |
| Y     | Intermediate grade                      |
| Z     | No grade                                |

| Grade | Grade Description  |
|-------|--|
| IN    | Incompletes are reported by instructor at grade-processing deadline. Does not affect GPA.  |
| IP    | Indicates that a student's master's thesis is in progress. Replaced by a letter grade when the student's thesis is completed or by "F" if matriculation is not maintained.                   |
| L     | Auditor (may be assigned for non-degree student only).   |
| P/F   | A "P" grade is not calculated in the scholastic average, 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 thirteenth 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 after six weeks 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. Will be replaced by 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.   |

## INCOMPLETE GRADE POLICY/ GRADUATE AND UNDERGRADUATE COURSEWORK

- An incomplete (IN) grade is assigned at the instructor's discretion.
- Instructors must submit final grades for incompletes to the Registrar's Office within six weeks of the start of the following regular semester.
- When an "IN" is granted, the instructor will specify and communicate to the student a due date which is no later than six (6) weeks in to the next 15 week academic term (Fall or Spring).
- "IN" converts only to a letter grade and cannot become a "WD" or a "WF".
- If a grade for an incomplete is not completed/submitted within the appropriate time, frame, the "IN" will roll into an "F" at the end of the following regular semester.

## ACADEMIC STANDARDS

The Office of the Registrar notifies students of their academic standing in writing via email at the end of the fall and spring semesters. Graduate 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 the student seeking to appeal for an exception to the academic standing regulations as published in the college catalog and on the following website: [fitnyc.edu/registrar](http://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 for the School of Graduate Studies

- A student is placed on probation if his or her semester GPA is below 3.0.
- A student is not subject to academic dismissal at the end of his or her first semester in a degree program.
- A student will be dismissed from the college after two consecutive semesters with a GPA below 3.0.

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

Please see [fitnyc.edu/registrar](http://fitnyc.edu/registrar) for complete details for the academic standing appeal process and a copy of the appeal form.

## Attendance

Attendance shall be taken in all classes. The general policy with regard to student attendance in any class is determined by the instructor and is announced to the class at the beginning of each semester. Specific procedures for handling absences are detailed in the *Student Rights and Responsibilities Manual*.

On occasion, students are unable to attend a class session due to illness, accident, or other emergency. Students should contact their instructor(s) directly, via phone or email. If students are unable to reach their instructor(s), they should contact the instructor(s)' academic department office(s). Extended absences from class should be substantiated by appropriate documentation.

No persons shall be expelled from or be refused admission as students of the college for the reason that they are unable to attend classes or to participate in any examination, study, or work requirements on a particular day(s) because of religious beliefs.

Students unable to attend classes on a particular day(s) because of religious beliefs shall, because of such absence on the particular day(s), be excused from any examination or any study or work requirements.

It shall be the responsibility of the faculty and the administrative officials of the college to make available to students absent from school because of religious beliefs an equivalent opportunity to make up any examination or study or work requirements that they may have missed because of such absence on any particular day(s). No fees of any kind shall be charged for making available such equivalent opportunity.

In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this section.

Any student who is aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which the college is located for the enforcement of his or her rights.

It shall be the responsibility of the administrative officials of the college to give written notice to students of their rights under this section, informing them that each student who is absent from school because of religious beliefs must be given an equivalent opportunity to register for classes or make up any examination or study or work requirements that he or she may have missed because of such absence on any particular day(s). No fees of any kind shall be charged by the college for making available to such student such equivalent opportunity.

## **OFFICIAL WITHDRAWAL**

A student who voluntarily withdraws from the college should go to the Registrar's office to begin the withdrawal process. Complying with this procedure will put the student's record in good order and will facilitate readmission to the Fashion Institute of Technology if the student decides to return in the future or wishes to have transcripts of grades sent elsewhere. Title IV recipients must have an exit interview with a counselor from the office of Financial Aid before withdrawal.

## **ACADEMIC OPPORTUNITIES**

### **Transfer of Credit**

With the approval of the program chair, entering students may transfer up to nine credits of graduate-level coursework from other accredited institutions and apply them toward the FIT graduate degree. All requests for transfer credit are made on a case-by-case basis.

Students already enrolled in FIT's graduate programs may, with approval, take courses at other institutions and apply those credits toward their graduate degree, but in no case may a student apply more than nine credits from other institutions toward their FIT graduate degree. Permission is granted on an individual basis and must be pre-approved by the program chair.

## **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 graduate degree programs, a maximum of 3 credits of independent study are allowed. Credits earned for independent study cannot be used as a substitute for a major-required course and can only be used for elective credit.

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.

### **Dean's List**

The Dean's List, published at the end of each semester, honors those students who have achieved a semester index of 3.5 or better. A student receiving an incomplete or a grade of "F" during a particular semester is ineligible for the Dean's List that semester.

### **Undergraduate Courses**

Students who are matriculated full-time in any of FIT's master's degree programs may take additional undergraduate elective courses each semester at no additional cost. However, undergraduate courses do not meet master degree requirements.