

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
L	Audit
P	Passed
WD	Student-initiated authorized withdrawal
WF	Unauthorized withdrawal
Z	No grade
*	Developmental course grade notation
>	Repeated course grade notation. See repeat policy.

Grade	Description
IN	Incompletes are reported by instructor at grade-processing deadline. Does not affect GPA.
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 student's major.

INCOMPLETE GRADING POLICY GRADUATE AND UNDERGRADUATE COURSEWORK

1. An incomplete ("IN") grade is assigned at the instructor's discretion.
2. Instructors must submit final grades for incompletes to the Registrar's Office within six weeks of the start of the following regular semester.
3. 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 into the next 15-week academic term (Fall or Spring).
4. "IN" converts only to a letter grade and cannot become a "WD" or a "WF".

5. 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 semester.

UNDERGRADUATE ACADEMIC FORGIVENESS POLICY

Students who have not attended FIT for a period of five (5) years or more and whose cumulative GPA while in attendance was below 2.0 and/or were academically dismissed from the college may apply for readmission under the Academic Forgiveness Policy to be readmitted to the college/degree program under the following guidelines:

1. Students will file an appeal for Academic Forgiveness with the Committee on Academic Standards, which will oversee the process and which meets twice during the academic year; if the appeal is approved by the normal appeal process (Chair, Dean, CAS, VPAA) the student may file for college readmission through the Office of Admissions.
2. Students may continue in the same degree program or apply to a new one; students in the Art and Design majors will be required to present a portfolio for full readmission status.
3. Once the student has been initially readmitted to the college/degree program, this status would be conditional until the completion of a minimum of twelve credits with a GPA of 2.5 or higher in order to continue.
4. Successful completion of the above steps would allow full readmission to the college/degree program; courses/credits successfully completed during the initial readmission could be used toward degree completion.
5. Any prior failing grade(s) "F" and "WF" would remain permanently on the student transcript, but would not be calculated in the GPA upon full readmission to the college.
6. Any prior passing grades earned in courses may be used to meet degree requirements* and count toward graduation.
7. The option of this policy is available to undergraduate students on a one-time-only basis.
8. The transcripts for such students will indicate that they have been readmitted to the College under the Academic Forgiveness Policy.
9. Students are required to seek advisement from the major department Chair when filing for readmission under the Academic Forgiveness Policy; they are required to see advice from the Academic Advisement Center. Educational Opportunity Program students are additionally required to seek advisement from the EOP office.
10. Students seeking readmission are strongly encouraged to contact Financial Aid Services for information and clarification on financial aid eligibility.

* Courses in the major/related area are valid toward a degree for ten years from the original date of admission.

ACADEMIC STANDARDS POLICY FOR NON-DEGREE STUDENTS (CURRICULUM CODES 7000 & 9000) ENROLLED IN UNDERGRADUATE COURSES

1. A non-degree student is not subject to academic dismissal at the end of his or her first semester taking courses in the college.
2. A non-degree student will be dismissed from the college at the end of the completion of 12 credits with a cumulative GPA below a 2.0
3. A non-degree student who has been dismissed from the college is permitted to take only noncredit bearing courses offered through the Center for Continuing and Professional Studies.
4. There is no option for appeal of this college policy.

PROCEDURE FOR PASS/FAIL

1. No required course in a major or in a minor can be taken as pass/fail. 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 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 catalog and on the following website: fitnyc.edu/registrar.

Students on Academic Probation will be limited to fifteen (15) credits during the next regular semester and will be required to meet with an academic advisor in the Academic Advisement Center and the Chair of the major department.

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 and with an overall cumulative GPA below 2.0.

Following the decision of academic dismissal, a student may appeal to the Committee on Academic Standards for three consecutive regular semesters including the semester the status was assigned.

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 for complete details for the academic standing appeal process and a copy of the appeal form.

TRANSFER CREDITS

Students applying to FIT must submit official transcripts from all previously attended colleges as part of the admissions application process. The Registrar's Office evaluates liberal arts courses for possible transfer credit. Courses taken in a major or related area will be evaluated by the academic department.

Once approved, all transfer credit is posted to the student's academic record by the Registrar's Office. Admitted students who have a paid a tuition deposit can check transfer credits applied to program requirements by reviewing their degree audit. Details about AP, CLEP, and IB exams, transfer appeals, and how to check your transfer credits can be found on the Registrar's website: fitnyc.edu/registrar/transfer-credits/index.php.

For further information, please see FIT's official Transfer Credit Policy, found here: <http://www.fitnyc.edu/policies/enrollment-management/transfer-credit-policy.php>

Transfer Credit Pre-Approval

A Course Equivalency Assessment Form is required to be filed by students who wish to engage in off-campus study. Students must 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 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 and graduate degree programs, a maximum of 3 credits of independent study are allowed. Two-year AAS students may undertake independent study only in their 3rd or 4th semester, while one-year AAS students may take undertake independent study only in their 2nd semester. BFA and BS students are eligible in any upper-level semester. Graduate students are also eligible in any semester.

Independent study courses are electives and cannot be used as substitution for a required major course. Exceptions to this policy may only be considered in extenuating circumstances, and must be approved in advance, in writing, to the Registrar's Office by the department chair of the student's major.

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>.

GUIDELINES FOR AUDITING A COURSE

<http://www.fitnyc.edu/registrar/forms/auditing.php>

- A non-degree student may only request to change from credit to audit status up to the 3rd week of a fall/spring semester.
- A non-degree student may only request to revert from audit status back to credit status up to the 3rd week of a fall/spring semester.
- Standard tuition and fees associated with registering for a course apply to an audited course.
- Audited courses cannot be repeated.
- An audited course will not count towards degree requirements.
- An "L" grade is issued for an audited course.

- Audited courses do not count towards financial aid eligibility.