

Scholastic Standing

Grades

Dean's List

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GRADES

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
IF	Incomplete converted to F
IN	Incomplete
L	Auditor
P	Passed
WD	Student-initiated authorized withdrawal
WF	Unauthorized withdrawal
Z	No grade
ZF	Missing grade converted to F
*	Developmental course grade notation
>	Repeated course grade notation. See Repeat Policy.

Grade	Description
IF	IN grades not completed by the end of the next 15-week semester, converted to IF. IF is equivalent to an F.
IN	An IN grade is a temporary grade requested by the student and assigned by the instructor only when the student has nearly completed the course requirements, but because of extenuating circumstances beyond the

student's control, the work cannot be completed by the end of the term. An IN grade is computed as a P until an appropriate letter grade is submitted.

- L Auditor (may be assigned for nonmatriculated 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 will be calculated in the GPA.
- WD Student-initiated authorized withdrawal: does not affect GPA.
- WF Unauthorized withdrawal. Carries a penalty: is equivalent to an F in GPA.
- Z No grade reported by instructor at grade-processing deadline: does not affect GPA.
- ZF Z grades not changed to an academic grade by the end of the next 15-week semester, convert to ZF. ZF is equivalent to an F.

* 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.

DEAN'S LIST

The Dean's List, posted at the end of each semester, honors those students who have completed 12 or more credits (may not include courses taken on a pass/fail basis) and achieved a GPA of 3.5 or better. Students receiving an incomplete or an "F" grade are ineligible for the Dean's List that semester.

For students who achieve a GPA of 3.85 or better during their college careers, their degree is granted summa cum laude. For those with a GPA of 3.70 or better but less than 3.85, their degree is granted magna cum laude. For those with a GPA of 3.50 or better but less than 3.70, the degree is granted cum laude.

DEGREE STUDENTS

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 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.

If a student is dismissed at the end of a semester, but is preregistered for an upcoming winter or summer session, the student will not be permitted to continue in that session. The registration will be canceled and tuition refunded.

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.

UNDERGRADUATE ACADEMIC FORGIVENESS POLICY

Students who have not attended FIT for a period of two (2) 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. 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.

NON-DEGREE STUDENTS

ACADEMIC STANDARDS POLICY FOR NONDEGREE STUDENTS ENROLLED IN UNDERGRADUATE COURSES

1. A nondegree student is not subject to academic dismissal at the end of his or her first semester taking courses in the college.
2. A nondegree 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 nondegree student who has been dismissed from the college is permitted to take only non-credit-bearing courses offered through the Center for Continuing and Professional Studies.
4. There is no option for appeal of this college policy.

Guidelines for Auditing a Course

- A non-degree student may only request to change from credit to audit status up to the third week of a fall/spring semester, or the second day of winter/summer session.
- A non-degree student may only request to revert from audit status back to credit status up to the third week of a fall/spring semester, or the second day of a winter/summer session.
- 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 toward degree requirements.
- An "L" grade is issued for an audited course.
- Audited courses do not count toward financial aid eligibility.

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 six (6) free elective or liberal arts elective credits on a pass/fail basis. BS candidates may take up to six (6) liberal arts elective credits on a pass/fail basis. BFA candidates are permitted to take three (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 three (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.

REPEAT POLICY

1. A course with a grade of "F," "WA," "WD," "IF," "WF" or "ZF" may be repeated.
2. Internship (IC) courses may be taken a maximum of two times per degree program; only the first will count toward the degree requirements and the second iteration will apply to excess credit and not qualify toward financial aid.
3. If a student receives a grade of "F" or "WF," the original grade permanently remains on the official transcript.
4. If a student repeats a course, only the last grade earned will be included in the GPA, with the exception of internship courses.
5. A course originally taken for a grade cannot be retaken for a pass/fail grade.
6. 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.