

# 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 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
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	Incompletes are not assigned automatically; they may be assigned at the instructor's discretion. Course work must be completed within six weeks of the start of the following semester. IN is computed as a P until appropriate letter grade is submitted. IN cannot become WD.
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

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**

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.

### **INCOMPLETE GRADING POLICY – GRADUATE AND UNDERGRADUATE COURSEWORK**

1. An incomplete ("IN") grade is assigned at the instructor's discretion.
2. When an "IN" is granted, the instructor will specify and communicate to the student a due date that is no later than six (6) weeks into the next 15-week academic term (fall or spring).
3. "IN" converts only to a letter grade and cannot become a "WD" or a "WF."
4. If a grade for an incomplete is not completed/submitted within the appropriate time frame, the "IN" will roll into an "IF" at the end of the following semester.

### **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.

### **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.

## 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.

## 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](http://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](http://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 works closely with Admissions and academic department chairs and deans to review and post all transfer credit. 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/academics/courses-and-registration/registrar/transfer-credits](http://fitnyc.edu/academics/courses-and-registration/registrar/transfer-credits).

For further information, please see FIT's official Transfer Credit Policy, found here: [fitnyc.edu/about/policies/enrollment-management/transfer-credit-policy](http://fitnyc.edu/about/policies/enrollment-management/transfer-credit-policy).

## 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 three (3) credits of independent study are allowed. Two-year AAS students may undertake independent study only in their third or fourth semester, while one-year AAS students may undertake independent study only in their second semester. BFA and BS students are eligible in any upper-level semester. Graduate students are eligible for independent study in any semester.

Independent study courses are electives and cannot be used as substitution for a required major course.

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, before the start of the semester.

## 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.

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 appropriate academic department office(s). Extended absences from class should be substantiated by appropriate documentation. For more information, see [fitnyc.edu/rightsandresponsibilities](http://fitnyc.edu/rightsandresponsibilities).

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, 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 students who are 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 their 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 students who are absent from school because of religious beliefs must be given an equivalent opportunity to register for classes or make up any examination, 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 by the college for making available to such students such equivalent opportunity.

## **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, 1 semester credit hour equals 1 hour of classroom instruction and 2 hours of outside study for each class session. A typical 3-credit lecture course at FIT meets 3 hours a week for 15 weeks for a total of 45 hours, and 6 hours a week of outside study. In lab/studio courses, 1 semester credit hour equals 2 hours of classroom instruction and 1 hour of outside study. A typical 3-credit lab/studio course at FIT meets 6 hours a week for 15 weeks for a total of 90 hours. For further information, please see the SUNY policy document at [tinyurl.com/FIT-SUNY-CreditHR](http://tinyurl.com/FIT-SUNY-CreditHR).

## **GUIDELINES FOR AUDITING A COURSE**

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

## **AWARDING SECOND UNDERGRADUATE DEGREES**

### **Second Associate in Applied Science (AAS) Degree**

- Given FIT's 2+2 degree structure, admitted students may seek a second AAS to meet the specific major requirements for pursuing a bachelor's degree.
- Once matriculated, the student must meet all the major and related course requirements of the second undergraduate degree.
- Liberal arts requirements are exempted based on the first earned AAS degree, except 3 credits in English composition (G1; Composition taken in the U.S. or in a country in which English is an official language); and for Art and Design majors: 6 credits of Art History.
- Courses required of both AAS degree programs do not have to be repeated or credits do not need to be replaced for the second undergraduate degree with the condition that a minimum of 30 additional/27 distinct credits (and a minimum of 90 credits total) must be successfully completed for the second undergraduate degree.

### **Second Bachelor of Fine Arts (BFA) Degree:**

- BFA degrees require more than 30 major and related area credits, therefore, once matriculated, the student must meet all the course requirements of the second undergraduate degree including:

- Major area
- Related area
- Liberal Arts
- Courses required of both the BFA programs do not have to be repeated or credits replaced for the second undergraduate degree with the condition that a minimum of 30 additional/ 27 distinct credits (and a minimum of 150 credits) total must be successfully completed for the second undergraduate degree.

#### Second Bachelor of Science (BS) Degree

- In most cases BS majors do not require 30 major and related area requirements, therefore admissions should not be granted given that the NYSED degree requirements cannot be met. In rare cases, there are enough credits in major area electives or Liberal Arts courses to consider a second bachelor's in a BS major.

*FIT Undergraduate Degree Limits: Two associate level; Two bachelor's level*

Please note that need-based federal or state financial aid may be limited or unavailable to students pursuing a second undergraduate degree.

Students interested in learning about their eligibility for New York State or Federal Financial Aid programs should visit the following sites: **[www.hesc.ny.gov/](http://www.hesc.ny.gov/)** or **<https://studentaid.gov>**.