

## Grades

The following grading symbols are used:

<b>Grade</b>	<b>Identification</b>	<b>Quality Points per Credit</b>
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
D	Passing	1.0
F	Failing/unsuccessful completion of course	0.0
P	Pass	-
W	Withdrew with no penalty	-
WA	Administrative Withdrawal	-
WN	Never Attended	0.0
*WN	Never Attended	-
WU	Withdrew Unofficially (counts as failure)	0.0
INC	Incomplete (temporary grade)	-
AUD	Auditor	-
Z	No grade submitted by instructor	-
PEN	Grade Pending	-
FIN	Failure (changed from Incomplete)	0.0

A brief explanation of the grades receiving no quality points follows:

- F No credit is received for a course in which the student is assigned a grade of F. If a student wishes to receive credit for the course, it must be repeated with a passing grade; however, the F remains on the transcript (see section on Repeating Courses).
- P Course requirements have been satisfied. This grade is used only for specially designated courses and for courses taken at another college for which a student receives advanced standing.
- W Students may withdraw without academic penalty from any course up to the end of the ninth week of the semester (see College calendar for date); a grade of W will be assigned. After that date, students may petition the instructor and the chairperson for permission to withdraw until the last day of classes. Consult the Office of the Registrar for the procedures to be followed when withdrawing from a course. If these procedures are not followed, students may receive a penalty grade of WU. In cases of illness, students may apply to the Medical Office for a medical withdrawal. Under no circumstances will a W be assigned after the last day of classes without positive action by the Committee on Course and Standing or its designee.
- WA Students not in compliance with the New York State immunization requirement receive the grade of WA. This grade carries no academic penalty.
- WN Never Attended. No credit is received for a course in which this grade is assigned, it is equivalent to a grade of F.
- \*WN Never Attended. This grade carries no academic penalty.

- WU An unofficial withdrawal results in a grade of WU. No credit is received for a course in which this grade is assigned; it is equivalent to a grade of F.
- INC The grade INC is a temporary grade assigned when, in the instructor's judgment, course requirements are not completed for valid reasons. Recipients of INC are required to complete all assignments before the end of classes during the succeeding semester. Students should not register a second time for a course in which an INC is given. Rather, arrangements should be made with the instructor to complete the remaining work. If a student registers again for a course in which an INC was awarded, the INC will become a FIN and the course will appear a second time on the student's transcript with the grade earned.
- FIN If a grade of INC is not changed before the last day of classes of the succeeding semester, it will automatically be changed to a grade of FIN. If the required work is not completed for continuing valid reasons, the course instructor may grant an extension. Such extensions shall not exceed a period of more than two years beyond the original due date of the uncompleted work.
- AUD Students may audit courses for which they are registered by presenting a written statement to the Registrar declaring their status as auditors within the first three weeks of the semester. This statement must be countersigned by the instructor of the course. No credit is received for an audited course.
- Z An administrative symbol assigned when no grade has been submitted by the instructor.
- PEN The pending grade is used in the first semester of a two-semester course.