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Office of the Dean

## **GRADING POLICIES AND PROCEDURES**

### **Assigning Grades**

For questions related to any grading policies and procedures, please contact Kelly Grossi, Associate Dean for Academic Planning, [grossik@newschool.edu](mailto:grossik@newschool.edu).

Every student enrolled for credit must receive a standard letter grade as described below.

For continuing education: Every non-credit certificate student must receive a grade of Approved or Not Approved (AP/NA). Approval indicates that a student has demonstrated to the instructor's satisfaction a minimum standard of competence in the subject of the course as defined by the program offering the certificate. Although non-credit students are entitled to receive your honest evaluation of all work submitted, they do not receive letter grades, and non-credit evaluations are not reported to the university. They can choose whether or not to do the work assigned.

### Grade descriptions

Standard Letter Grades with Grade Point Average Values:

<b>A</b> 4.0	<b>B+</b> 3.3	<b>C+</b> 2.3	<b>D</b> 1.0 (undergraduates only)
<b>A-</b> 3.7	<b>B</b> 3.0	<b>C</b> 2.0	<b>F</b> 0.0
	<b>B-</b> 2.7	<b>C-</b> 1.7	<b>WF</b> 0.0
			<b>P / U</b> (not included in GPA)

Grades for Non-Credit Certificate Students:

**AP** Approved (course will count toward the certificate)

**NA** Not Approved (course will not count towards the certificate)

### **Other Grades:**

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**I** Temporary Incomplete: this grade indicates the instructor granted an extension to complete outstanding work for the course. This grade should not be given automatically, but only at the request of the student and the discretion of the instructor. The instructor should determine the deadline for submission of outstanding work in conversation with the student, though not to exceed 1 year for graduate students, and not to exceed the 7<sup>th</sup> week of the following semester for undergraduate students.\*

All conditions for resolving the incomplete grade should be confirmed in writing, *preferably* through use of the "Request for a Grade of Incomplete" form. This form gives the reason for the

request, describes the outstanding work, states the date by which it must be completed, and is signed by both student and faculty. Forms are available in the Registrar's Office.

Undergraduate students; the time allowed to complete and submit outstanding work to the instructor may be no later than the 7<sup>th</sup> week of the following Fall semester for Spring and Summer grades of Incomplete and no later than the 7<sup>th</sup> week of the following Spring semester for Fall grades of Incomplete. Note that Incompletes are seldom allowed for graduating seniors; please consult your divisional policies for more information. Standard letter grades (A-F) or WFs are the only appropriate grades for these students. *For this reason, it is important that you check the class standing of undergraduates before agreeing to submit a grade of Incomplete.*

\* Graduate students; the time allowed to complete and submit outstanding work to the instructor may be no later than one year after the last class for which the Incomplete was assigned.

If a final grade is not submitted before the end of the 7<sup>th</sup> week of the following semester, the "I" will automatically be converted to a final failing grade of "WF" for undergraduates and to a permanent grade of "N" for graduate students. The grade of "N" does not affect the GPA but does indicate a permanent incomplete. (Mannes and Parsons graduate students receive final grades of "WF", not "N".) Change of Grade forms can be printed out from MyNewSchool and submitted to Juli Parker, Assistant Dean for Advising, [parkerj@newschool.edu](mailto:parkerj@newschool.edu).

#### **NEW for FALL 2012:**

We are pleased to announce that effective Fall 2012 instructors will have the ability to change grades of incomplete (I) to final grades online through MyNewSchool until grades are converted to WF/N. Changing grades of incomplete online, rather than completing Grade Change Forms, will make the process easier for instructors and help students view their final grades earlier.

To change an incomplete grade online:

1. Login to MNS
2. Click on the Faculty Tab
3. Click on Submit Final Grades
4. Select the term for which the student took the course
5. Select the CRN of the course
6. On the Final Grades Worksheet, select the appropriate final grade for the student from the drop down menu and press submit.

A few things to note:

- Instructors can only make changes online to grades of temporary incomplete (I), not IE or N.
- Graduate grades of Incomplete from semesters prior to Fall 2012 will still require Change of Grade forms.
- Changes can be made online until grades of incomplete are converted to WF/N.  
**Undergraduate students:** Changes can be made until the end of the 7th week of the following Fall semester for Spring and Summer courses and the 7th week of the following Spring semester for Fall courses.  
**Graduate students:** Changes can be made until one year after the end of the class.
- Students will be able to view the new final grade in self-service or DegreeWorks the following day, once the grade has rolled to history overnight.

**WF** Unofficial Withdrawal and Failure: this grade, assigned by an instructor, indicates failure for a student who has not attended class or not completed all required work in a course, but who has not officially withdrawn. GPA value 0.00; This differs in meaning from an “F,” which indicates that the level of work did not qualify for a passing grade.

WF grades are reserved for undergraduate students only, except for Parsons and Mannes graduate students.

**W** Official Withdrawal: this grade should be assigned to graduate students in all divisions except Parsons and Mannes where the student does not complete the course and does not arrange for a grade of incomplete.

### **Submission of Grades**

Grades must be posted on line through MyNewSchool within one week after the course end-date. **You must submit your grades on time even if you do not have complete coursework from all credit and certificate students.**

Every evening the Registrar’s Office updates grades to students’ transcripts. Once a grade has been updated, you may not change it in MyNewSchool; instead, you must submit a Change of Grade form to Juli Parker, Assistant Dean for Advising, [parkerj@newschool.edu](mailto:parkerj@newschool.edu). In MyNewSchool, you can tell if a grade has been updated if “Y” appears in the “Rolled” column next to the grade.

**Timely submission of grades is essential.** A student who has not received a grade for a course may be ineligible for financial aid, graduation, or admission to other institutions.

### **Grade Descriptions for Parsons**

#### Undergraduate

- A Work of exceptional quality, which often goes beyond the stated goals of the course
- A- Work of very high quality
- B+ Work of high quality that indicates substantially higher than average abilities
- B Very good work that satisfies the goals of the course
- B- Good work
- C+ Above-average work
- C Average work that indicates an understanding of the course material; passable  
*Satisfactory completion of a course is considered to be a grade of C or higher.*
- C- Passing work but below good academic standing
- D Below-average work that indicates a student does not fully understand the assignments; probation level though passing for credit
- F Failure, no credit

#### Graduate

- A Work of exceptional quality
- A- Work of high quality
- B+ Very good work
- B Good work; satisfies course requirements  
*Satisfactory completion of a course is considered to be a grade of B or higher.*
- B- Below-average work
- C+ Less than adequate work

- C Well below average work
- C- Poor work; lowest possible passing grade  
*Grades of D are not used in graduate level courses.*
- F Failure
- GM Grade missing for individual

### **Change of Grade**

Final grades are subject to revision by the instructor with the approval of the instructor's Dean's Office for one semester following the semester in which the course was offered. *After one semester has elapsed, all grades recorded in the Registrar's Office become a permanent part of the academic record and no changes are allowed.* Requests for exceptions should be submitted Juli Parker, Assistant Dean for Advising, [parkerj@newschool.edu](mailto:parkerj@newschool.edu).

### **Non-Credit Record of Attendance**

Non-credit students can request a non-credit record of attendance during the academic term in which they are registered. This record identifies the course and verifies the student's completion of the course. It is not an academic evaluation and does not provide a course grade. A non-credit record of attendance must be requested from the Registrar's Office in writing no later than 4 weeks before the final session of the course. A separate record is issued for each non-credit course; the non-refundable fee is \$20 per course. Please direct students to the Registrar's Office. *Instructors should not prepare or sign letters on behalf of individual students regarding class attendance or performance.*

The New School does not maintain a permanent or official record of non-credit enrollment.