**Fall 2015: Grading Policies**

Every student enrolled must receive a standard letter grade in [MyNewSchool](http://my.newschool.edu) **no later than a week following the last day of your course**. You must submit grades by the deadline even if you do not have complete coursework from all students. Please note that final official grades cannot be assigned in Canvas.

Late grade submissions result in delayed financial aid, academic standing, and graduation. The Provost’s Office mandates that all grades must be submitted by the deadline.

**Grade Submission**

* Login to [MyNewSchool](http://my.newschool.edu)
* Click on the Faculty Tab
* Click on Submit Final Grades
* Select the term
* Select the course
* On the Final Grades Worksheet, select the appropriate final grades and press submit.

**Grade Descriptions**

There are two grading systems at The New School, one for students enrolled in credit courses, one for students enrolled in non-credit certificate courses.

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard Grade** (Graduate and Undergraduate) | **GPA Calculation** | **Non-Credit Certificate Grade** | **Description** |
| **A** | 4.00 | **AP** | Approved |
| **A-** | 3.70 | **NA** | Not-Approved |
| **B+** | 3.30 | **Z** | Unofficial Withdrawal  |
| **B** | 3.00 |  |  |
| **B-** | 2.70 |  |  |
| **C+** | 2.30 |  |  |
| **C** | 2.00 |  |  |
| **C-** | 1.70 |  |  |
| **D (UG Only)** | 1.00 |  |  |
| **F** | 0.00 |  |  |
| **P (Pass)** | N/A |  |  |
| **U (Unsatisfactory)** | N/A |  |  |
| **Z (Unofficial Withdrawal)** | N/A |  |  |
| **I (Temporary Incomplete)** | N/A |  |  |

**Temporary Incomplete Grades (I Grade)**

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. All conditions for resolving the incomplete grade should be confirmed in writing, through use of the “Request for a Grade of Incomplete” form. Forms are available [here](http://www.newschool.edu/registrar/incomplete-extension.pdf). Please consult the table below for university deadlines and procedures on incomplete conversion.

|  |  |  |  |
| --- | --- | --- | --- |
| **Level of Student** | **Semester of Incomplete** | **Incomplete Due Date** | **After deadline, grade converts to:** |
| **Undergraduate** | Fall | 7th week, Spring semester | F (Failure) |
| **Undergraduate** | Spring/Summer | 7th week, Fall semester | F (Failure) |
| **Graduate** | Fall | End of **next** year’s Fall semester | N (Permanent Incomplete, no GPA calculation) |
| **Graduate** | Spring | End of **next** year’s Spring semester | N (Permanent Incomplete, no GPA calculation) |
| **Graduate** | Summer | End of **next** year’s Summer semester | N (Permanent Incomplete, no GPA calculation) |

Instructors have the ability to change grades of temporary incomplete to final grades online through [MyNewSchool](http://my.newschool.edu) until grades are converted to F/N.  To change a temporary incomplete grade online:

1. Login to [MyNewSchool](http://my.newschool.edu)
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

**Unofficial Withdrawal (Z Grade)**

This grade, assigned by an instructor, is to be assigned to students who have never or stopped attending classes provided that the student has not completed enough work to warrant a grade (including a failing grade). The Z grade does not calculate into the student’s GPA. Missing grades will be converted to grades of Z.

**Course Evaluations and Grade Viewing By Students**

During the course evaluation period any student who completes an evaluation for a course, or officially opts out, will be able to view his or her grade in the course on MyNewSchool once you have posted the grade. When the evaluation period is complete all students will be able to view their posted grades on MyNewSchool.

**Grade Review**

Please refer to your school's [academic catalog](http://www.newschool.edu/provost/accreditation-academic-catalogs/) for specific policies.

**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, no changes are allowed.