To: All Faculty

From: Yi Li, Provost

Date: December 16, 2020

Re: Implementation of Fall 2020 Localized CR/NC Flexible Grading Policy

As many of you know, CUNY authorized the colleges to offer flexible grading for the Fall 2020 semester. Although Daniel Matos, Interim AVP for Enrollment Management and Senior Registrar, sent a separate memo yesterday to the community, in the below message, I want to share important points that impact grade submission.

As per the revised grading policy, all students (undergraduate, graduate, and non-degree) enrolled in most classes at John Jay can convert letter grades from B+ to D- into a grade of Credit (“CR”) or F to No Credit (“NC”). Unlike traditional letter grades, which affect student’s grade point average (“GPA”), grades of CR or NC do not impact the GPA.

Grade rosters have opened in CUNYFirst, and you will grade as you usually do. But it is essential that you submit grades as soon as possible, no later than December 23, 2020. Students will then have the option to select CR if you assigned a passing grade of B+ to D-, or NC if you assigned F. Please note that the following undergraduate Science courses and graduate Psychology courses have been excluded from the flexible grading policy.

**Undergraduate Studies – Department of Sciences**

- Biology 101
- Biology 102
- Biology 103
- Biology 104
- Chemistry 101
- Chemistry 102
Flexible Grading Policy – Credit/No Credit (CR/NC) Grades

As a faculty member, you may be asking a few questions like, “How will this work?” “What do I need to do?” “How can I help students with this process?” The good news is that there are no paper or online applications that need to be submitted. The University will create a process in CUNYfirst that will allow students to make the declaration within the CUNYfirst system. However, there are at least two things faculty can do to assist students.

1. **Submit final grades on time.** The deadline date for Fall 2020 final grade submission is **December 23, 2020**. This is a critical date for several reasons. Students can begin to declare the CR/NC option as early as the day that you post their grades. Students will have approximately 20-days to decide if they want to use the flexible grading alternative.

2. Although the memo from yesterday provides detailed information about the flexible grading policy, students may still approach you. In most instances, academic advising and financial aid would be the better source of information because although the policy applies to all students, each student could have unique circumstances. There are several instances where it may **not** be in the students’ best interest to declare the option. Refer students to advising, financial aid, and the registrar’s office when additional questions arise that are confusing or when in doubt.