

FREQUENTLY ASKED QUESTIONS

1. How many credits do I need to graduate?

86 credits are needed to graduate.

2. What is the maximum number of credits for which a student can be enrolled during a semester?

During the fall and spring semesters, a student can be enrolled in 16 credits without receiving approval. A student can be enrolled in a maximum of 17 credits with approval from the Academic Dean's Office.

The maximum number of credits for which a student can be enrolled during the summer session is 6 credits.

3. What is the difference between an official, an unofficial transcript and a student copy from CUNYfirst?

An official transcript contains the school's seal and the Registrar's signature.

An unofficial transcript is a student copy of the transcript. An unofficial transcript has internal comments on it, e.g. if you were placed on probation it will be noted on the unofficial transcript.

A student copy is for a student's personal use and is not appropriate to send to a prospective employer or with an application.

Academic statuses which interrupt a student's continued enrollment (e.g. a leave of absence, withdrawal, academic dismissal) are reflected on transcripts.

4. Do we have to pay for unofficial transcripts?

There is a \$7 transcript fee for both official and unofficial transcripts. Currently enrolled students can also use a transcript voucher to cover the cost.

5. Are first semester letter grades on our transcript?

Transcript grades for the first semester are posted as CR (Credit) for all courses in which a student earns a "D" or better and "NC" (No Credit) for courses in which a student does not receive a passing grade.

6. Are first semester grades factored into my GPA?

First semester grades are factored into your GPA.

7. Why does a "WD" grade appear in the Student Center next to a course I have dropped?

If you drop a course during the first week of classes, the course will be deleted from your transcript. If you drop a course during the 2nd and 3rd week of classes, a grade of "WD" will be assigned to the course. The course and the grade of "WD" will appear in the Student Center, but will not appear on your transcript.

FREQUENTLY ASKED QUESTIONS

8. Is my GPA reflected on my transcript?

GPA's are not reflected on your transcript.

9. How do I calculate my GPA?

Each letter grade received is assigned a numerical value called "quality points." Multiply the number of quality points by the number of credits each course carries. Add the total for each course and divide by the total number of credits attempted.

10. Do summer grades affect my GPA?

Although summer grades are calculated into your GPA, they do not affect your academic standing status for purposes of probation or dismissal.

11. Will my class rank be noted on my transcript?

CUNY School of Law does not rank its students.

12. Can I get a copy of my undergraduate transcript?

We do not provide copies of another institution's transcript. You will need to contact that institution to request a copy of your transcript.

13. How long do I have before an INC grade turns to a FIN?

If the grade for the INC has not been submitted by the last day of class of the following semester, it will be converted to a FIN (F from an Incomplete).

14. How many Credit/NCL options can I use?

Our grading policy permits a student to take up to four elective courses Credit/No Credit. Academic Legal Writing, ISD, Law Review Editing and Moot Court are courses graded on a Credit/No Credit basis and count towards the limit of four. (Courses transferred to the Law School are not counted towards the four.)

15. If I opt for Credit/NCL how will it affect my GPA?

If a student opts to take a course CR/NCL, a grade of "C+" must be received in order receive a grade of "CR." The grade of "CR" will not be included in the calculation of the grade point average.

A student will receive a grade of "NCL" for any grade below a "C+" and one quality point will be calculated in the GPA computation.

16. How do I log onto CUNYfirst?

Instructions are available on our web page.

17. What should I do if I experience difficulty in accessing CUNYfirst?

Contact: FirstStudents@law.cuny.edu or the school's helpdesk: 718-340-4456.

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18. How do I obtain my exam number?

Every semester, you are assigned an exam number, which is located in your Student Center account in CUNYfirst.

19. How do I get a letter of enrollment?

The printable form is available on the Registration & Records page on our website or you can come to our office and fill out the request form.

20. How do I get a letter confirming my graduation?

The printable form is available on the Registration & Records page on our website or you can come to our office and fill out the request form.

21. How do I change my name/address?

The printable form is available on the Registration & Records page on our website or you can come to our office and fill out the change request form. Documentation for name changes must be submitted with the form.