FREQUENTLY ASKED QUESTIONS

1. How many credits do I need to graduate?
91 credits are needed to graduate.

2. What is the difference between an official and an unofficial transcript?
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.

Academic statuses which interrupt a student’s continued enrollment (e.g. a leave of absence, withdrawal, academic dismissal) are reflected on the both the official and unofficial transcript.

3. 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.

4. 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.

5. Are first semester grades factored into my GPA?
First semester grades are factored into your GPA.

6. Is my GPA reflected on my transcript?
GPAs are not reflected on your transcript.

7. 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.

8. Will my class rank be noted on my transcript?
CUNY School of Law does not rank its students.

9. 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.
10. 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).

11. How many Credit/Fail options can I use?
Our grading policy permits a student to take up to four elective courses Credit/Fail. ISD, Moot Court and Law Review are courses graded on a Credit/Fail basis and count towards the limit of four.

12. If I opt for Credit/Fail how will it affect my GPA?
The grade of “CR” will not be included in the calculation of the grade point average. However, if a student fails a course taken Credit/Fail, the “F” is included in the calculation of the student’s grade point average.

13. Do transfer credits count towards the limit of 4 Credit/Fail?
Transfer credits do not count toward the limit of 4 Credit/Fail options.

14. How do I log onto eSiMS?
Instructions are available on our web page.

15. What should I do if I experience difficulty in accessing eSiMS?
Contact the school’s helpdesk: 718-340-4456 or tech-support@mail.law.cuny.edu

16. 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.

17. 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.

18. 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.