

28 March 2018

Clarification of WU grade

Be it resolved that the WU grade definition be revised as follows:

FROM:

When a student ceases to participate in a course but has not withdrawn officially, the student shall be deemed to have withdrawn unofficially. Evidence of unofficial withdrawal shall include all of the following: failure to attend class for at least four weeks consecutively (or during the summer session, two weeks consecutively) through the end of the semester (the last day of classes); failure to attend the final exam; and failure over this period to meet any other course requirements (e.g., to submit paper assignments and take examinations). The unofficial withdrawal ("WU") by university regulations is equivalent to a grade of F. Cessation of attendance or unofficial withdrawal may also have negative financial aid consequences.

TO:

"As per CUNY, an Unofficial Withdraw (WU) is assigned to students who attended a minimum of one class. It is important to understand the definition of a WU and the difference between this grade and an F grade before assigning it to a student. Although a WU counts as an F in the student's academic record, the WU grade will negatively impact a student's financial aid award. We encourage faculty to include the class grading breakdown in their syllabus to further inform the student about how grades are decided. The conditions for assigning the WU grade include:

1. A student's enrollment has been verified by the course instructor, and
2. The student has severed all ties with the course at any time before the final exam week and, consequently, has failed to complete enough course work -- as specified in the course syllabus -- to earn a letter grade*, and
3. The student has not officially withdrawn from the course by completing the process for a W grade, or made arrangements to receive an INC."

*A WU grade should never be given in place of an F grade. The F grade is an earned grade based on poor performance and the student not meeting the learning objectives/outcomes of the course as defined in the syllabus.

Be it further resolved that the catalog be revised to reflect this change.

Rationale:

Full federal financial aid is provided only for courses a student completes. A course counts as completed if a student receives an "F"; but not if the student receives a "W", "WN" or "WU". In such cases, a portion of

federal financial aid must be returned. This makes it especially important for the college and for individual instructors to distinguish an "F" from a "W", "WN" or "WU" as clearly as possible.

The following resolution addresses the specific conditions in which a WU is the appropriate grade to assign. This has practical implications for both the registrar and the office of financial aid, as they are periodically asked to provide documentation to support the assignment of "F" and "WU" grades.

The goal of revising the guidelines is thus to help faculty and students understand which grade may be appropriate.