

**Memorandum**

**To:** Vice Presidents for Academic Affairs and Provosts

**From:** James Murphy, University Dean for Enrollment Management

**Date:** December 7, 2016

**RE:** **WN/WU/F/INC Grades**

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Recent audit reviews by both the State and the Federal government have required the need to emphasize the definition of certain grades. This serves as clarification of the *University's Uniform Grade Symbols: Glossary and Guidelines* memo dated August 27, 2013:

- 1) A grade of **"WN"** is to be assigned to students **who never attended** and did not officially withdraw.
- 2) A grade of **"WU"** is to be assigned to students **who attended a minimum of one class, completely stopped attending at any time before final exam week**, and did not officially withdraw. **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 throughout the entire academic term/session.**
- 3) A grade of **"F"** is a failure grade given to a student who **completed** the course and failed. A student who completed a course unsuccessfully should be granted the grade of **"F"** with the culminating academic experience of the course, i.e. final exam, final paper, etc. This grade can also be assigned if the student has completed a majority of the course and documentation of failing course work is available. This documentation must be retained and available for review by auditors.
- 4) The grade of **"INC"** (Incomplete) should **only** be given by the instructor in consultation with the student, see addendum for acceptable reasons to use this grade

This guidance supersedes all previously distributed guidance on this topic. See attached addendum for more detailed information and examples. If you have any questions, please email [OUR@cuny.edu](mailto:OUR@cuny.edu).

cc: Executive Vice Chancellor and University Provost Vita C. Rabinowitz  
Senior University Dean Robert Ptachik  
Enrollment Management Council  
Campus Registrars  
Campus Directors of Financial Aid  
Office of University Internal Audit

**What Grade Should I Give?**

**Date:** December 7, 2016

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1. Did the student ever attend your class, even once?
  - If yes: Proceed to the next grading option
  - **If no:** This grade should have been assigned at the beginning of term. You should contact the Registrar for the appropriate guidance and **Assign a WN.**
  
2. Did your student attend at least once, and then completely stop attending any time prior to final exam week without officially withdrawing?
  - If yes: **Assign a WU**
  - If no: Proceed to the next grading option
  
3. Did your student complete **all** course requirements?
  - If yes and they successfully completed the course: **Assign a passing letter grade**
  - If yes and they unsuccessfully completed the course: **Assign a grade of F**
  
4. Did you consult with your student and agree that an incomplete can be given?
  - If yes: **Assign an INC**
  - If no: Assign an appropriate grade from above options

**Addendum**

**Date:** December 7, 2016

**RE: WN/WU/F/INC Grades**

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Recent audit reviews by both the State and the Federal government have required the need to emphasize the definition of certain grades. This serves as an expansion and clarification of the *University's Uniform Grade Symbols: Glossary and Guidelines* memo dated August 27, 2013:

- 1) A grade of "**WN**" is to be assigned to students **who never attended** and did not officially withdraw. If the student has never attended a class and there is no documented evidence of the student's participation in a course, the unofficial withdrawal grade reported must be a "WN".
- 2) A grade of "**WU**" is to be assigned to students **who attended a minimum of one class, completely stopped attending at any time before final exam week**, and did not officially withdraw. If the student has attended at least one class or if there is documented evidence of the student's participation in a course, and he/she has ceased attending the course, at the end of the term, the unofficial withdrawal grade reported must be a "WU". When a student does not officially withdraw from a course and fails to complete the course requirements, the instructor assigns the "WU" grade on the final grade roster.
- 3) A grade of "**F**" is a failure grade given to a student who **completed** the course and failed. A student who completed a course unsuccessfully should be granted the grade of "F" with the culminating academic experience of the course, i.e. final exam, final paper, etc. **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 throughout the entire academic term/session.** This grade can also be assigned if the student has completed a majority of the course and documentation of failing course work is available. This documentation must be retained and available for review by auditors. Moreover, such action should encompass the elimination of any possible "INC" grade being awarded, meaning that the "F" grade is awarded with full knowledge and effect that submission of any/all incomplete work by the student would not result in the student's passing of the course.

- 4) The grade of “INC” (Incomplete) should **only** be given by the instructor in consultation with the student with the following guidelines:
- a. When there is a reasonable expectation that a student can **successfully complete** the requirements of the course no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term. **Upon timely completion of said incomplete work, the student would earn the appropriate academic grade.**
  - b. When a student has been absent from the final exam and a make-up exam is scheduled no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term.
  - c. Temporary grade awarded when the disposition of the final grade requires further evaluation for reasons **other than** the Procedures for Imposition of Sanctions related to the Board's Academic Integrity Policy Transcript comments for INC grades should be added to the student record indicating the nature of the incomplete

The grade of “INC” lapses to an “FIN” grade, per a deadline established by the individual units of the University but no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term. Students who have officially withdrawn from a college and have these grades may be exempted from the limitations.

This guidance supersedes all previously distributed guidance on this topic.