



From Maria DeLongoria, Associate Provost for Academic and Faculty Affairs
and Vivek Upadhyay, Assistant Vice President for Enrollment Management:

We are writing to highlight some important points regarding grading students, **specifically related to F, WU, and INC grades**, and how these may affect our students' financial aid eligibility.

Please refer to these official sources for additional information about [grading at CUNY](#) and [Academic Policies at Queens College](#).

As per [CUNY Uniform Grade Symbols and Guidelines](#), effective as of Fall 2024:

- An "F" (Failure) is an earned grade, assigned when a student completes the course (i.e., a final exam or other culminating academic experience), based on poor performance and the student not meeting the learning objectives/outcomes of the course.
- A "WU" (Withdrew Unofficially) is assigned when a student participated at least once (i.e., attended class or submitted coursework), then stopped participating, did not officially withdraw, and did not complete enough to earn a grade under the syllabus criteria.
- Importantly, **WU should never be used in place of an F.**

From the Financial Aid Office perspective, this distinction has real consequences:

- For federal and state aid compliance, all courses enrolled after the aid certification date count as "attempted credits."
- According to the policy, courses with grades of W, WD, WN, or WU count as not completed.
- This may affect a student's Satisfactory Academic Progress (SAP), full-time status, tuition reimbursement, or eligibility for aid going forward—especially if several credits are uncompleted.

Given these stakes, please keep the following in mind when submitting grades at the end of the term:

- Assign "WU" only when the student meets the criteria (i.e., participated at least once, then stopped participating and did not officially withdraw).
- **Do not substitute "WU" for "F" or vice versa.** Students will sometimes request that you make exceptions, but it is not in their best interest to do so and is strongly discouraged.
- Ensure timely submission of final grades so that financial aid calculations, SAP review, and enrollment processes are not delayed.

INC (Incomplete) is not an automatic grade. It is a temporary grade that may be assigned by faculty *when a student has requested an INC **and** meets both of the following conditions:*

1. Some of the course requirements other than, but possibly including, the final examination have not been completed for good and sufficient reason as determined by the instructor.
2. Incomplete grades must be satisfied by the end of the following semester for undergraduate students or the end of the following two semesters for graduate students.

The assignment of INC constitutes an agreement with the student that the instructor or department will receive, evaluate, and submit a grade for the missing course requirements upon submission of the outstanding work by the student.

The INC grade is *not to be assigned if:*

1. It is not requested by a student; or
2. There is no reasonable expectation that the missing work can be completed, submitted, and graded by the end of the next regular semester, spring or fall (Summer Sessions 1 and 2 do not count as a semester); or
3. A student would receive a failing grade in the course even if the missing work was completed, submitted, and graded.

In these instances, the instructor must assign a grade based on a student's work for the semester. *Incomplete grades must be satisfied by the end of the following semester*, or the grade will turn into a FIN. If there is insufficient information due to a student's attendance, the WU grade will be assigned.

If you have any questions about how WU or F grades may affect financial aid, or if you are unsure which is appropriate in a specific case or have grading questions (including the assignment of the INC grade), please feel free to reach out to:

- For financial aid policy questions, please email Clifford Couloute, director, Office of Financial Aid Services at clifford.couloute@qc.cuny.edu.
- For INC grade questions, please email Associate Provost for Academic and Faculty Affairs Maria DeLongoria at maria.deLongoria@qc.cuny.edu.
- For Grading and CUNYfirst Faculty Center assistance, please email Jomy George, director, Office of Registrar at jomy.george@qc.cuny.edu.

Thank you for your attention and cooperation.
