

To: All Faculty
From: Yvette Rosario, Senior Registrar
Re: Further Clarification on WU/F/INC Grades

FURTHER CLARIFICATION ON WU/F/INC GRADES

WN: A grade of “WN” is to be assigned to students who **never participated** in an **academically related activity** and did not officially withdraw. If the student has never participated in an **academically related activity** and there is no documented evidence of the student’s participation in a course, the unofficial withdrawal grade reported must be a “WN”.

WU: A grade of “WU” is to be assigned to students who participated in an **academically related activity** at least once, completely stopped attending at any time before the culminating academic experience of the course, i.e. final exam, final paper, etc., 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. If the student has participated in an **academically related activity** at least once or if there is documented evidence of the student’s participation in a course, and he/she has ceased participating in 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.

F: A grade of "F" is a failure grade given to a student who completed the culminating academic experience of 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. **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.

INC: The grade of “INC” (Incomplete) should only be given by the instructor **in consultation with the student** with the following guidelines:

- 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 passing grade.
- 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.
- 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.

Academically related activities include, but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial or computer-assisted instruction;
- Attending a study group that is assigned by the school;
- Participating in an online discussion about academic matters and
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.
- Engaging in an online academically related activity, or initiating contact with a faculty member to ask a course-related question. Logging into an online class is not sufficient, by itself, to demonstrate academic participation by the student.