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### **WU/INC/WN/F Grade Reminders**

Recent audit reviews by both the State and the Federal government have required the need to emphasize the definition of certain non-passing grades. As described in 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". The grade of WN is assigned at the beginning of the semester/session. You do not have the option to assign it at the end of the semester/session, when final grades are entered.
- 2) A grade of **"WU"** is to be assigned to students who attended a minimum of one class, stopped attending, but 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. A student marked "WU" would have attended at least one class meeting or have documented evidence of participation in the course. "Documented evidence of participation" may include any work or materials received from the student, such as exams, quizzes, projects, homework, etc. Documented evidence of participation might also take the form of an annotation by the instructor that the student was observed attending class or otherwise participating in the course on a certain date, etc.
- 3) The grade of **"INC"** (Incomplete) should **only** be given by the instructor in consultation with the student with the following guidelines:
  - a. Only 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.
  - b. When a student has been absent from the final exam and a make-up exam is schedule 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, according to 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.

- 4) 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.**

**This grade can also be assigned if a student has not completed the course but there is no reasonable expectation of passing based on the weight assigned to various activities in the course syllabus.**

**\*This guidance supersedes all previously distributed guidance on this topic.**