## **W** Grade Definitions

W	Official Withdrawal
	A non-punitive grade initiated by a student when a class is dropped via CUNYfirst during the published withdrawal period.
WA	Administrative Withdrawal
	A non-punitive grade assigned to students who had registered for classes at the beginning of the term but did not provide proof of immunization by the published compliance date.
WD	Withdraw Drop
	A non-punitive grade initiated by a student when a class is dropped via CUNYfirst after the financial aid certification date but before the published withdrawal period (usually, the 2 <sup>nd</sup> or 3 <sup>rd</sup> week of classes).
	The course and grade will not appear on transcripts.
	If a student never attended the class, a WN will replace this grade after the instructor has submitted his/her certification of attendance roster.
WN	Never Attended.
	A non-punitive grade assigned to students who never attended and did not officially withdraw.
WU	Unofficial Withdrawal
	Indicates that the student attended a minimum of one class, completely stopped attending at any time before final exam week, and did not officially withdraw.
	Should never be given in place of an "F" grade.
F	Failure
	Indicates that the student completed a course and failed. An earned grade based on poor performance and the student not meeting the learning objectives/outcomes throughout the entire academic term/session.
	Can also be assigned if the student has completed a majority of the course and documentation of failing course work is available.
INC	Incomplete Should only be given by the instructor in consultation with the student.

Have a question about your grades? Send an email to <u>records@hunter.cuny.edu</u> Have a question about your transcripts? Send an email to <u>transcripts@hunter.cuny.edu</u>