

Each semester a survey of all grades posted the previous semesters/sessions for students who meet the following parameters will be identified: received Federal Financial Aid, *as well as* a mix of F, WU and INC grades. Only those students who are identified in this scan will be subject to eVerifications by faculty.

This review is *not* a reflection of grading practices or professional & academic freedom, but a question of whether, given a clearer understanding of the definition of the WU, that a WU grade would have been assigned. The WU grade is an unofficial withdrawal and is weighted as an F grade on the student's cumulative GPA.

In order to facilitate this process, the college created **eVerification**. This component is part of the Lehman 360 platform and will allow faculty to verify these grades electronically.

Process:

- Students who receive Federal Aid and a mix of F and INC grades are identified.
- Faculty who taught identified students will receive a notification email, along with instructions on how to process an eVerification case.
- Faculty should complete the eVerification cases as thoroughly as possible so that the committee can determine if your student had completed sufficient work for an earned F or an INC grade.
- All of the supporting material provided by faculty will then be **reviewed** by the committee comprised of the Vice Provost of Academic Programs, Associate Deans and the Senior Registrar to determine if a WU should have been awarded as opposed to an F or an INC grade.
- **After cases are reviewed** by the committee, the Associate Deans will notify the faculty members and their chairs *only* if it is determined the student should have received a WU grade.
- The faculty member will then either provide more information if they feel the F or INC was the correct grade, or they will initiate an eGrade Correction request to have the grade changed from an F to a WU, an INC to a WU, or a FIN to a WU grade.

To complete an eGrade request, faculty should complete the grade change as follows:

- Initiate an eGrade case to change grade.
- Select “**Other**” as the reason for the grade change.
- In the comment section write “**Grade Audit Change**” and submit case.

If any additional information is needed, kindly email at lehman.eVerification@lehman.cuny.edu.