General Letter on eVerification

After every term and session, IT will run an eVerification report to identify students who meet the following parameters:

- Received Federal Title IV Aid (Loans, PELL, SEOG, etc)
- Have received a combination of F, WU and INC grades

These students require further verification of the F grade given by the faculty members.

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 a workflow **eVerification**. This component is part of the Lehman 360 platform and will allow faculty to verify these grades electronically.

Process:

- Students who receive Federal Title IV Aid and a mix of F, WU and INC grades are identified.
- Faculty who taught students identified through the eVerification report will receive a notification email, along with instructions on how to process an eVerification form.
- Faculty should complete the eVerifications as thoroughly as possible so that the committee can determine if the student had completed sufficient work to earn an F or an INC grade.
- The committee is comprised of the Vice Provost of Academic Programs, Associate Deans, Senior Registrar, and the Director of Financial Aid. They will determine if a WU grade should have been awarded as opposed to an F or an INC grade. They will then review all of the supporting materials provided by faculty to make a determination.
- **After forms 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.