


WHEN TO ASSIGN A
WU?



What does it mean to Withdraw Unofficially?

- A grade of WU is to be assigned to students who participated in an academic activity related to the class at least once, stopped participating, did not drop the class or receive approval for an incomplete, did not otherwise officially withdraw from the course, and **did not complete enough work for the instructor to be able to calculate an earned grade using the criteria delineated in the course syllabus.**
- A 'F' grade should never be given in place of a 'WU' grade.

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Interpretation 1: based on what grade is *possible* to earn

- Calculate the hypothetical grade if a student did all the outstanding work perfectly (as though that work earned all 100s) and the grade based on just the completed work (as though the outstanding work earned all 0s). This gives the range of possible grades a student could have earned and leads to this possible interpretation:
- If the top of the range is still below an F grade (i.e., if the student completed all of the missing work perfectly, but would still fail), assign the F grade;
- If the bottom of the range is a passing grade (i.e., if the student is graded based on only the completed work, and would still pass), assign the passing grade;
- Otherwise, assign the WU grade.

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Interpretation 2: based on course component weightings in the *syllabus* and independent of student performance

- If the student has completed components worth at least 60% of the grade, then calculate the grade from A-F and assign this earned grade.
- If the student has not completed components worth at least 60% of the grade, then assign a WU.

Common Scenarios

Scenario	Interpretation 1 grade	Interpretation 2 grade
A student who had no chance of passing given their marks earned before they stopped attending.	F	Depends whether 60% of course components were submitted
A student who needed a really good grade on the final to pass but didn't show up to take the final? Suppose that student did not consult or agree to an INC grade.	WU	Depends whether 60% of course components were submitted
A student who has a good average but stopped participating (by not taking the final, say). The points earned lead to a passing letter grade, but they might have been able to earn a much better grade. Suppose an INC agreement could not be reached.	Letter grade based on partial work	Depends whether 60% of course components were submitted