

Grade	Definition	Who Initiates the Grade?	Punitive or Non-Punitive?	Is this grade recorded on student transcript?	Will Financial Aid Pay for this Grade?
WD	Withdrawn, Dropped This grade indicates that the student has officially withdrawn from the course during the 2 nd or 3 rd week of classes.	Student	Non-Punitive	No	Financial Aid pays based on the days the student attended the course.
W	Withdraw without penalty This grade indicates that a student has good and sufficient reasons for withdrawing from the course, prior to the 10th week of the course.	Student	Non-Punitive	Yes	Financial Aid pays based on the days the student attended the course.
WA	Immunization Non-Compliance Grade Given to students who do not show proof of immunization	Registrar's Office	Non-Punitive	Yes	Financial Aid pays up to the 30 th day the student has been reported in attendance.
WU	Unofficial Withdraw Unofficial withdrawal (when a student attends at least one class session, stops attending the course, and does not complete required forms to withdraw from class) or excessive absences signify that the course was not completed.	Faculty	Punitive Included in GPA as an F grade	Yes	Financial Aid pays 50% of the eligible award.
WN	Withdrawn – Never Attended If "No, Never Attended" is selected on the "Commencement of Attendance" roster (by the faculty member via CUNYfirst) the College assigns a "WN" grade for the course.	Faculty*	Non-Punitive	No	If a student is a financial aid recipient and receives a "WN" grade, there will be an adjustment made in the amount of federal aid.

* **WN Grade**-If a student was *incorrectly* given a WN grade (marked "Never Attended") a WN grade reversal form is required before another grade can be assigned. If a student has attended class at least once, the form should be completed by the faculty member and signed by the department chair. WN grades negatively impact financial aid awards and incorrect WN grades must be addressed immediately. WN Grade reversal forms submitted **after the last day of the term** (when final grade rosters have been made available to faculty) require a signature from a dean in the Office of Academic Affairs.

Important Information:

- Each type of "W" grade affects students' Satisfactory Academic Progress (SAP).
- Credits are counted as attempted credits and cumulative earned units towards the completion of degrees.
- Students are eligible to receive a lifetime maximum Pell award of six years.

