




Office of the University Registrar

The City University of New York
205 East 42nd Street, 8th Floor
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MEMORANDUM

Date: February 11, 2021
To: College Registrars
From: University Executive Registrar, Vivek Upadhyay 
Subject: **Recording CLIP Program classes on Student Records in CUNYfirst Effective Spring 2021**

The CUNY Language Immersion Program (CLIP) is an intensive English as a Second Language (ESL) program for CUNY students who need to improve their academic English language skills. CLIP is designed primarily for first-time freshmen with English language needs who have not yet passed the CUNY Assessment Tests in Reading and/or Writing or who have not met the CUNY proficiency benchmarks in English. Incoming CUNY students who are identified as needing deep ESL instruction from all 17 campuses defer matriculation to attend CLIP at one of the 9 CUNY campuses before returning to their home campuses for placement into college level courses. CLIP courses are offered at the beginning, intermediate and advanced levels and students can enroll for a maximum total of 900 hours. Students are placed according to an essay and a standardized, multiple-choice test, in conjunction with their scores on the CUNY Assessment Tests in Reading and Writing.

Across the University CLIP offerings are not always recorded consistently in CUNYfirst. As a result, it is difficult for CUNY's Office of Academic Affairs to efficiently evaluate program outcomes, ensure that enrollment data is reported accurately and consistently, or standardize CLIP course levels across the University.

In an effort to standardize the recording of all CUNY CLIP classes, the following documentation clarifies the University wide coding scheme for CLIP offerings. When CLIP offerings are recorded in CUNYfirst, these must be coded with **CLP grading basis** and **course attribute** code of **CLIP** with the appropriate **attribute value code** on the **basic data tab** of the **maintain schedule of classes** component on the specific CLIP class section. **Although recorded in the student record, CLIP enrollment history will not print on the student transcript.** If both CLIP sections and non-CLIP sections of the same course are offered in the same semester then the **non-CLIP sections must have a different class association number than the CLIP sections.**

CLIP **class/course attribute value** compliments the attribute code to identify the University wide category and detailed information specific to the offering. CLIP campus coordinators must provide this detail to the scheduling staff.

Course Type	Course Attribute	Couse Attribute Value
CLIP Reading – University Funded	CLIP	UFR
CLIP Writing – University Funded	CLIP	UFW
CLIP Math – University Funded	CLIP	UFM
CLIP Reading – College Funded	CLIP	CFR
CLIP Writing – College Funded	CLIP	CFW
CLIP Math – College Funded	CLIP	CFM

All CLIP offerings should be identified to carry **no FA units and a Billing Factor of zero**. This is done on the **Class Associations tab of the Adjust Class Associations component**.

For CLIP classes, the offerings are to be set up as message courses. This is done on the **Catalog Data tab of the Course Catalog component**. This should only be done if the course is always offered as CLIP. If certain sections of the course are offered as CLIP, then attribute value should be setup at the **schedule level**

CLIP Grading: All College will use following standardized grades to record class outcomes

Grade	Description	
P	Pass	Student has completed all the necessary coursework and is recommended to advance to the next level upon re-enrollment.
R	Repeat	Student has completed all the necessary coursework but is recommended to remain at the same level upon re-enrollment.
NC	Not Complete	Student has not completed all the coursework necessary to pass the class. Student must repeat the course upon re-enrollment.
WU	Unofficial Withdrawal	Student attended at least one week of classes but dropped the course without officially withdrawing from the program.
W	Official Withdrawal	Student officially withdrew from the program at any time during the semester
WN	Never Attended	Student never attended the course.

Please contact the Office of the University Registrar at our@cuny.edu if you have any questions.