MEMORANDUM

TO: College Registrars

FROM: Annamarie Bianco, University Registrar

RE: Process for Home College recording of W series grades earned on Permit at another CUNY College Effective Fall 2011

July 27, 2011

It has come to my attention that when CUNY Permit students withdraw completely from classes at both the host and home colleges if the PERM message course on the term record remains with no grade assigned the r2t4 process does not consistently recognize these students as completely withdrawn. It is for this reason I am writing you today with the following process for home college recording of W series grades earned on permit at another CUNY college.

As you know the CUNY Board of Trustees resolved that the grades earned for ePermit coursework shall appear on the student's academic transcript at the home college and be included in the calculation of the student's semester and overall grade point averages. This policy applies to all earned grades as well as to administrative designations. (BTM,2004,02-23,004, A) Therefore all grades A – Z must be recorded on the home college transcript. Furthermore, when a student has withdrawn from a host college course, either officially, unofficially or administratively, the home college must record the W series grades assigned by the host college on the PERM message course in addition to the specific course equivalent recorded in other credits. W series grades include W, WU, WA, WF, WN.

Please let me know if you have any questions regarding this process.

If there are any questions about this process please contact me at (212)290-5719 or annamarie.bianco@mail.cuny.edu.

Cc: Robert Ptachik
David Crook
Barry Kaufman
James Murphy
Alice Murphey
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Tania Degan
The Vice Presidents of the Colleges
The Members of the Enrollment Management Council
The College Directors of Student Financial Aid
The College Bursars