



**Office of the University Registrar**

1114 Avenue of the Americas @ 42<sup>nd</sup> Street  
New York, NY 10036  
Tel: 212.290.5719  
Fax: 212.290.5665  
[www.cuny.edu/registrar](http://www.cuny.edu/registrar)

**Policies & Procedures**

**Home College Recording of W Series Grades Earned on Permit  
Effective Fall 2011**

MEMORANDUM

July 27, 2011

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

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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record remains with no grade assigned the r2t4 process does not consistently recognize these students as completely withdrawn.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 Furthermore, when a student has withdrawn from a host college course, either officially, unofficially or administratively, the home college must record the W series grades assigned by the host college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](mailto:annamarie.bianco@mail.cuny.edu).

Cc: Robert Ptachik  
David Crook  
Barry Kaufman  
James Murphy  
Alice Murphey  
Elaine Pimentel  
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