



Pamela Brown, PhD, PE  
Interim Provost and VP for Academic Affairs  
Namm 320  
Ph: (718) 260-5560  
Fax: (718) 260-5542  
[pbrown@citytech.cuny.edu](mailto:pbrown@citytech.cuny.edu)

**DATE:**           **SPRING 2021**  
**TO:**             College Faculty  
**FROM:**        Pamela Brown, Interim Provost and VP for Academic Affairs  
**RE:**            Course Management Memo

As we begin the **SPRING 2021** semester, continuing primarily with distance learning and limited in-person instruction, I wish you a productive and fulfilling semester. I would also like to emphasize the importance of having information about the first class session and in-person instruction posted on Blackboard ahead of time, so that students can find this information in advance and will know how to connect from the first day of class. I encourage you to promote a culture of active learning from the first class. In fact, our accreditor, MSCHE, requires regular and substantive student-faculty interactions in online courses. In addition, please ensure that you distribute the syllabus and any other needed information by the first class meeting. Comprehensive information will help your students better understand expectations, as well as take advantage of resources, which will help them succeed. At a minimum, please include the following information in your syllabus:

- Course number, title, and section number, course description, number of credits, pre/co-requisites.
- Instructor's name, email address or other way to reach you, and office hours. Consider relabeling office hours as "student hours," which has been found to make students more likely to attend.
- Explicit information about meeting dates and times, or if asynchronous, deadlines for participation. Please include information about opportunities for class interactions.
- Technology requirements and links for where to go for technical support.
- Required text(s) and any other required course materials.
- Instructional objectives and how they align with the course's assessment measures and techniques. Please include both discipline specific and general education learning outcomes. This helps students understand what skills, knowledge and values they will acquire, and how their learning is being evaluated.
- A schedule of topics to be covered and major exam dates.
- Required and recommended readings and other assignments. Include explicit information about due dates and times.
- Details on how to access course materials, discussion boards, etc., take exams and submit assignments. As needed, include links to resources such as the library, writing center, tutoring.
- Clear statements about grading policies and assessment of student work.
- Attendance/class participation policy.

- The college's academic integrity statement/plagiarism policy. Please help your students understand how to avoid cheating and plagiarism and understand that ethics is a part of their professional identity.

**Resources:** OLAC's sample online syllabi can be found at: [OLAC syllabus samples](#). Valuable information on online pedagogy, additional resources and policies is also provided on the [Faculty Academic Continuity During Disruption website](#) the [Faculty Commons](#), [Teaching During Covid-10 FAQ](#), [CUNY IT Resources for Remote Work & Teaching](#), [iTech City Tech Online](#) and [Open Lab Distance Education](#)

**eClass Folders/Verification of Student Identity:** Be sure to enter the students' attendance/participation for each class session and record all grades. Students' Blackboard login can be viewed via the Performance Dashboard or by running a Course Report. Using Blackboard as a portal to your course helps to verify a student's identity due to the need to login using the university login system. When using City Tech's OpenLab for your course, a student's identity can be verified because students use their City Tech email address to create an account. Instructors can view their students' email addresses by clicking on Users in the course's Dashboard.

Before you turn in your eFolder(s) at the end of the term, fill in the same information regarding the nature and weight of each component of the final course grade that you gave your class in the syllabus by the first class meeting. Please check to see that all grades used to determine the final grade are recorded in the eFolder. **Please see the Appendix for a memo regarding changes to CUNY's grading policy. eCFolders are due to your department on Friday, May 28, the deadline for submitting grades.**

**Final Grades:** Final grades are submitted electronically via CUNYfirst. Final grade rosters for **SPRING 2021** will be available beginning **Wednesday, May 19** and must be submitted no later than midnight of **Friday, May 28, 2021**.

**Field Trips:** While field trips have been canceled until further notice due to COVID-19, setting up virtual field trips is encouraged. This allows students to engage, learn and explore interests important to the course. Virtual trips to museums, planetariums, aquariums are just a few possibilities.

**Medical Documentation/Technology Issues:** Sometimes students fail to participate, miss assignments, etc., and explain the reason was illness or loss of internet access and connectivity. Given the current situation, please exercise compassion and common sense. Faculty should never review medical documentation from a student.

Thank you for your assistance. Best wishes for a successful semester.

c: President Hotzler  
Academic Deans  
Department Chairpersons  
Program Coordinators

## **APPENDIX 1: GRADING CLARIFICATION MEMO**

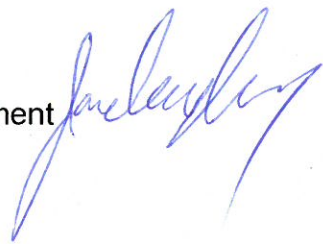
**Memorandum**

**To:** Vice Presidents for Academic Affairs and Provosts

**From:** James Murphy, University Dean for Enrollment Management

**Date:** December 7, 2016

**RE:** **WN/WU/F/INC Grades**



Recent audit reviews by both the State and the Federal government have required the need to emphasize the definition of certain grades. This serves as clarification of the *University's Uniform Grade Symbols: Glossary and Guidelines* memo dated August 27, 2013:

- 1) A grade of **"WN"** is to be assigned to students **who never attended** and did not officially withdraw.
- 2) A grade of **"WU"** is to be assigned to students **who attended a minimum of one class, completely stopped attending at any time before final exam week**, and did not officially withdraw. **A WU grade should never be given in place of an 'F' grade. The 'F' grade is an earned grade based on poor performance and the student not meeting the learning objectives/outcomes of the course throughout the entire academic term/session.**
- 3) A grade of **"F"** is a failure grade given to a student who **completed** the course and failed. A student who completed a course unsuccessfully should be granted the grade of **"F"** with the culminating academic experience of the course, i.e. final exam, final paper, etc. This grade can also be assigned if the student has completed a majority of the course and documentation of failing course work is available. This documentation must be retained and available for review by auditors.
- 4) The grade of **"INC"** (Incomplete) should **only** be given by the instructor in consultation with the student, see addendum for acceptable reasons to use this grade

This guidance supersedes all previously distributed guidance on this topic. See attached addendum for more detailed information and examples. If you have any questions, please email [OUR@cuny.edu](mailto:OUR@cuny.edu).

cc: Executive Vice Chancellor and University Provost Vita C. Rabinowitz  
Senior University Dean Robert Ptachik  
Enrollment Management Council  
Campus Registrars  
Campus Directors of Financial Aid  
Office of University Internal Audit

**What Grade Should I Give?**

**Date:** December 7, 2016

**RE: WN/WU/F/INC Grades**

---

1. Did the student ever attend your class, even once?
  - If yes: Proceed to the next grading option
  - **If no:** This grade should have been assigned at the beginning of term. You should contact the Registrar for the appropriate guidance and **Assign a WN.**
  
2. Did your student attend at least once, and then completely stop attending any time prior to final exam week without officially withdrawing?
  - If yes: **Assign a WU**
  - If no: Proceed to the next grading option
  
3. Did your student complete **all** course requirements?
  - If yes and they successfully completed the course: **Assign a passing letter grade**
  - If yes and they unsuccessfully completed the course: **Assign a grade of F**
  
4. Did you consult with your student and agree that an incomplete can be given?
  - If yes: **Assign an INC**
  - If no: Assign an appropriate grade from above options



### Addendum

**Date:** December 7, 2016

**RE: WN/WU/F/INC Grades**

---

Recent audit reviews by both the State and the Federal government have required the need to emphasize the definition of certain grades. This serves as an expansion and clarification of the *University's Uniform Grade Symbols: Glossary and Guidelines* memo dated August 27, 2013:

- 1) A grade of **"WN"** is to be assigned to students **who never attended** and did not officially withdraw. If the student has never attended a class and there is no documented evidence of the student's participation in a course, the unofficial withdrawal grade reported must be a "WN".
- 2) A grade of **"WU"** is to be assigned to students **who attended a minimum of one class, completely stopped attending at any time before final exam week**, and did not officially withdraw. If the student has attended at least one class or if there is documented evidence of the student's participation in a course, and he/she has ceased attending the course, at the end of the term, the unofficial withdrawal grade reported must be a "WU". When a student does not officially withdraw from a course and fails to complete the course requirements, the instructor assigns the "WU" grade on the final grade roster.
- 3) A grade of **"F"** is a failure grade given to a student who **completed** the course and failed. A student who completed a course unsuccessfully should be granted the grade of "F" with the culminating academic experience of the course, i.e. final exam, final paper, etc. **A WU grade should never be given in place of an 'F' grade. The 'F' grade is an earned grade based on poor performance and the student not meeting the learning objectives/outcomes of the course throughout the entire academic term/session.** This grade can also be assigned if the student has completed a majority of the course and documentation of failing course work is available. This documentation must be retained and available for review by auditors. Moreover, such action should encompass the elimination of any possible "INC" grade being awarded, meaning that the "F" grade is awarded with full knowledge and effect that submission of any/all incomplete work by the student would not result in the student's passing of the course.

- 4) The grade of “INC” (Incomplete) should **only** be given by the instructor in consultation with the student with the following guidelines:
- a. When there is a reasonable expectation that a student can **successfully complete** the requirements of the course no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term. **Upon timely completion of said incomplete work, the student would earn the appropriate academic grade.**
  - b. When a student has been absent from the final exam and a make-up exam is scheduled no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term.
  - c. Temporary grade awarded when the disposition of the final grade requires further evaluation for reasons **other than** the Procedures for Imposition of Sanctions related to the Board's Academic Integrity Policy Transcript comments for INC grades should be added to the student record indicating the nature of the incomplete

The grade of “INC” lapses to an “FIN” grade, per a deadline established by the individual units of the University but no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term. Students who have officially withdrawn from a college and have these grades may be exempted from the limitations.

This guidance supersedes all previously distributed guidance on this topic.