General Letter on eVerification

As you may know, after every term, IT runs a report to identify students who meet the following parameters:

- Received Federal Title IV Aid (Loans, PELL, SEOG, etc)
- Received grades of F, WU and INC.

These students require further grade verification from faculty members.

This review is not a reflection of grading practices or professional & academic freedom, but a question of whether, given a clearer understanding of the definition of the WU, that a WU grade would have been assigned. The WU grade is an unofficial withdrawal and is weighted as an F grade on the student’s cumulative GPA.

In order to facilitate this process, the college created eVerification. This component is part of the Lehman 360 platform and will allow faculty to verify these grades electronically.

Process:

- Students who receive Federal Title IV Aid and a mix of F, WU and INC grades are identified.
- Faculty who taught identified students will receive a notification email, along with instructions on how to process an eVerification form.
- Faculty should complete the eVerifications as thoroughly as possible so that the committee can determine if your student had completed sufficient work for an earned F or an INC grade.
- All of the supporting material provided by faculty will then be reviewed by the committee comprised of the Vice Provost of Academic Programs, Associate Deans and the Senior Registrar to determine if a WU should have been awarded as opposed to an F or an INC grade.
- After forms are reviewed by the committee, the Associate Deans will notify the faculty members and their chairs only if it is determined the student should have received a WU grade.
- The faculty member will then either provide more information if they feel the F or INC was the correct grade, or they will initiate an eGrade Correction request to have the grade changed from an F to a WU, an INC to a WU, or a FIN to a WU grade.

To complete an eGrade request, faculty should complete the grade change as follows:

- Initiate an eGrade case to change grade.
- Select “Other” as the reason for the grade change.
- In the comment section write “Grade Audit Change” and submit case.

If any additional information is needed, kindly email at Lehman.eVerification@Lehman.Cuny.Edu.