



## **GENERAL LETTER on eVerification:**

In order to maintain compliance with the US Dept. of Education, each semester the Office of the Registrar will survey all grades submitted the previous semester for students who meet the following parameters: those who received Federal Aid, *as well as* a mix of F and INC grades.

Only those students who are identified in this scan will be subject to eVerifications by faculty who have submitted an F or an INC for these students.

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 system is part of the Lehman 360 platform and will allow faculty to verify these grades electronically.

### **Process:**

- Students who receive Federal Aid and a mix of F and INC grades are identified.
- Faculty who taught identified students will receive a notification email, along with instructions on how to process an eVerification case.
- Faculty should complete the eVerification cases 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 Associate Deans and the Registrar's Office to determine if a WU should have been awarded as opposed to an F or an INC grade.
- **After cases are reviewed** by the committee, the Associate Dean will notify the faculty member and their chair *only* if it is determined the student should have received a WU.
- 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 or a INC to a WU.

### **To complete an eGrade request, notified faculty complete the grade change as follows:**

- Select "**Other**" as the reason for the grade change.
- In the comment section write "**Grade Audit Change**"

If any additional information is needed, please email at [Lehman.eVerification@Lehman.Cuny.Edu](mailto:Lehman.eVerification@Lehman.Cuny.Edu).