
**LONG ISLAND UNIVERSITY - BROOKLYN CAMPUS
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10.0 USE OF GRADES OF W, WF AND UW

This memo will serve to clarify the use of the grades of W, WF and UW defined in the LIU Undergraduate Bulletin 2000-2002 page 26. A grade of W means withdrew – the student OFFICIALLY withdraws from a course where he/she is doing satisfactory work. The W grade is not computed in the student’s average. The student will request the professor to sign a Withdrawal Form which is then processed by the Registrar. The final roster will indicate a W next to the student’s name. No further action is needed by the professor.

WF means “withdrew, failed”. The symbol WF is assigned when a student OFFICIALLY withdraws from a course and is doing unsatisfactory work. The WF is not computed in the student’s average. The student follows the same process as described above. The final roster will indicate a W next to the student’s name. The professor may add an “F” to make the grade a “WF” if the student was doing unsatisfactory work at the time of withdrawal.

A grade of UW (Unauthorized Withdrawal) is assigned only by a professor when a student UNOFFICIALLY withdraws from a course. The UW is not computed in the student’s average. A professor assigns this grade to the final roster when he/she determines that the student did not participate in the class or complete enough work for the professor to determine if another letter grade should be assigned. A “UW” should not be confused with an incomplete grade (**INC**) where it is expected that a student **WILL** be able to make up the work, missed exam or deliver a project without having to take the course again. The “UW” should not be confused with the **ABS**, absence from final exam, where a student has a very limited time to make up a final exam.

When any of these grades are assigned, they are the final grade the student receives. W, WF and UW cannot, at a later time, be changed to any other grade. Faculty should **NOT** submit a change of grade form for any student grade originally submitted as W, WF and/or UW. The Chairs and Deans will not approve such a grade change unless there is some extraordinary event. Students must register for the course again to obtain a grade and will be charged tuition for the course. This policy is in effect immediately.

The University rules for how students OFFICIALLY withdraw from courses are defined on page 29 of the Bulletin. The final date for official withdrawal is two weeks following

the end of the official midterm examination period”... as published in the Schedule of Classes. All faculty are advised to consult the academic regulations governing grades on pages 26-28 in the Undergraduate Bulletin, including the use of the grade of INC (incomplete) and ABS (Absent from Final Examination).

Allowing students to repeat a course without officially registering for it or paying tuition is contrary to University policies.

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