

To: All Faculty
From: Yvette Rosario, Senior Registrar
Date: December 16, 2025
Re: CUNYfirst FINAL GRADE SUBMISSION – FALL 2025 7-WEEK SESSION 2

FINAL GRADE SUBMISSION FOR FALL 2025 7W2 TERM (11/04 – 12/16)

CUNYfirst grades will open **today, December 16** and all grade rosters are due on **Friday, December 19**. CUNYfirst may be accessed at <https://home.cunyfirst.cuny.edu>. Instructions on how to submit your Final Grade Roster with CUNYfirst may be [found here](#).

GRADE INFORMATION

WN Grades – A grade of **WN** denotes that the student “Never Participated in an Academically Related Activity.” The grade of **WN** was issued as per “VOE” (Verification of Enrollment Roster) submitted by the faculty after the end of the third week of classes. This grade is **NOT** available via the grade roster.

WU Grades -A grade of **WU** is to be assigned to students who participated in an academic activity related to the class at least once, stopped participating, did not drop the class or receive approval for an incomplete, did not otherwise officially withdraw from the course, and did not complete enough work for the instructor to be able to calculate an earned grade using the criteria delineated in the course syllabus. A ‘WU’ grade should never be given in place of an ‘F’ grade.

F Grades - F is an earned grade based on poor performance and the student not meeting the learning objectives/outcomes of the course. A ‘F’ grade should never be given in place of a ‘WU’ grade.

INC Grades- INC (Incomplete) should only be given by the instructor in consultation with the student 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 Session/Term. **Note:** INC is a 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.

The grade of "INC" lapses to a "FIN" grade, as per an established deadline by the University Registrar but no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session.

For information regarding grades, please contact Rachel Negrón-Feliciano via email at Rachel.Negron@Lehman.Cuny.Edu.

The explanation of Current Grades may be found online under [CUNY’s Uniform Grade Glossary, Policies, and Guidelines](#).