

Updated Guidelines on Campus Access, WA Grades, and Course Modalities

As of Tuesday, October 26, 2021, unvaccinated students, other than those with approved medical exemptions or religious exceptions, are no longer able to test and obtain a Cleared4 pass to enter campus unless they need access for emergency reasons, such as accessing the Food Pantry. Students in hybrid courses that are meeting at various times through the rest of the term may only access the campus if they have been fully vaccinated or approved for an exemption/exception. Otherwise, they will not have a Cleared4 pass issued to them. That control allows us to have a fully-vaccinated student body on campus, along with exempted and excepted students who continue to test weekly.

Following the CUNY Vaccine Policy, the Office of the Registrar assigned WA grades (administrative withdrawal) today to all students taking in-person classes who failed to comply with the COVID-19 vaccine deadlines. A student who believes the WA was given in error (e.g., has received both doses of Pfizer/Moderna or the single dose of J&J) may utilize the WA reversal process. They should contact the CSI Health Center – healthcenter@csi.cuny.edu.

Students withdrawn from a class for non-compliance with the vaccine mandate will have the cost of the class refunded if they have already paid for it out-of-pocket. The refund policy was approved by the CUNY Board of Trustees on October 25, 2021, with additional details about the refund forthcoming.

If you are teaching a hybrid or in-person course and have informed students that your course will be converted to online or HyFlex and they won't have to come to campus for the rest of the term, **you must correct that misinformation immediately** while they still may have a chance of being vaccinated in time to remain in the class this semester. As a faculty member you may not change your hybrid course to online or HyFlex and you do not control the assignment of a WA grade. Regardless of what you do or say, your unvaccinated students in your hybrid course(s) will be withdrawn with a WA when they fail to upload proof of vaccination. Furthermore, as stated above, as of Tuesday, October 26, they cannot obtain a Cleared4 pass, and will not be able to come onto campus until they have successfully uploaded their vaccination documentation or were approved for an exception/exemption.

For all courses, it is essential that you assign the correct grades. See the [memo of May 2021](#) on this topic. Failure to assign the correct grades can result in serious consequences. Two years ago, CUNY spent many weeks of faculty and administrative time responding to federally assessed fines of over half a million dollars for incorrect grade assignments. Assigning an 'F' to a student receiving federal aid who has not completed the course, including the final exam, is violating federal regulations and puts the colleges at risk of significant fines. A WU grade is required in that case. A WU must be assigned to students who fail to complete a class unless they have arranged for an INC grade before the end of the term. INC grades convert to FIN grades if not completed by the end of the following semester.

The following hybrid course guidelines were previously provided:

- Students in hybrid courses must be vaccinated with the following alternatives:
 - Students in hybrid courses with on-campus meetings for exams or other activities occurring for the first time after October 7 need to be fully vaccinated (14 days after final dose) prior to those exams or activities and upload their documentation of vaccination ten (10) days in advance of them.
 - If the only on-campus class meetings for the term have occurred prior to October 7, unvaccinated students in those classes will not be withdrawn from them.

- No courses may be converted between hybrid and online; if they are listed in the course schedule as one or the other they must remain as listed.
- Class meeting schedules listed in individual course syllabi at the beginning of the term must be followed unless there is a University-wide change in schedules or a campus-wide change that is approved by the campus president.

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