



## A message from **THE PRESIDENT**

My Dear Colleagues and Students,

Please see forwarded communications from the Office of Academic Affairs and the Student Development and Enrollment Management divisional leaders. Please read carefully. If there are any concerns, please reach out to the respective Vice Presidents and ask questions. I am looking to our collective compliance as we navigate this pandemic to good health and educational attainment.

Mil gracias y bendiciones,

Daisy Cocco De Filippis, Ph.D.  
President



## A MESSAGE FROM **THE OFFICE OF ACADEMIC AFFAIRS**

### **Memorandum**

To: Faculty Teaching Hybrid Classes

From: Charles I. Drago, DH.Ed R.T (R,CT), Acting Provost and Vice President for Academic Affairs

Date: October 29, 2021

Subj: **Assigning WA Grades to Unvaccinated Students in Hybrid Classes**

CUNY Central has provided new guidelines for assigning WA grades to unvaccinated students in hybrid classes that are scheduled to meet **for the first time after October 7<sup>th</sup>**. All students in hybrid classes that are scheduled to meet *for the first time after October 7<sup>th</sup>* must become fully vaccinated prior to the scheduled meeting date and **upload their documentation of vaccination ten (10) days in advance** of the first in-person meeting date.

If students *in hybrid courses that met any time after Oct. 7* have not uploaded their vaccination documentation **by December 11**, which is ten days before the last day of final exams, they will be assigned a WA grade. Please note that this does not mean students can wait to upload their proof of vaccination until December 11<sup>th</sup>. **As of Tuesday, October 26, 2021, if students need to access the campus for their first in-person class meeting, they must have uploaded their vaccination documents 10 days in advance of the class.**

CUNY Central has issued the following important communication to faculty teaching hybrid classes:

- “If you 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 have a chance of being vaccinated on time. 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 Regardless of what you do or say, your unvaccinated students in your hybrid course(s) will be withdrawn with a WA when they fail to upload proof of vaccination.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, starting Tuesday, October 26, they will no longer be issued a Cleared4 pass, and will not be able to come onto campus until they have successfully uploaded their vaccination documentation.”

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To: All Faculty

From: Charles I. Drago, DH.Ed R.T (R,CT), Acting Provost and Vice President for Academic Affairs

Date: October 29, 2021

Subj: **Correctly Assigning Grades**

CUNY Central has issued a reminder on the critical importance of assigning students the correct grades. In particular, please note that assigning an ‘F’ to a student who has not completed the course, including the final exam, is in violation of federal regulations and puts all CUNY colleges at risk of receiving significant fines. A WU must be assigned to students who fail to complete a class.

CUNY Central has issued the following important communication regarding the correct assignment of student grades:

- “It is essential that you assign the correct grades. See the [memo of May 2021](#) on this topic. There can be serious consequences when you do not, and 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.”



**A MESSAGE FROM  
THE DIVISION OF STUDENT DEVELOPMENT AND  
ENROLLMENT MANAGEMENT (SDEM)**



**A MESSAGE FROM  
THE OFFICE OF HEALTH AND WELLNESS**

Dear Student,

As of October 7, 2021, students are not allowed on campus unless they have successfully submitted [Vaccine Verification](#) using their CUNYfirst account. Vaccine Verification should be submitted only after a student becomes [fully vaccinated](#), in order to access college services or attend a hybrid class meeting on campus—unless you have been granted a [religious exception or medical exemption](#).

Please note, we are aware that some instructors have told students their course will be converted from hybrid to online or HyFlex. Unfortunately, this is incorrect. Starting December 11th, if you have not submitted your Vaccine Verification, you will be withdrawn from your class and receive a [WA grade](#) regardless of what your instructor may have told you.

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 have questions or need assistance uploading documents, contact Health Services:

- Nurse María Vasquez at [MVasquez@hostos.cuny.edu](mailto:MVasquez@hostos.cuny.edu) or call 718-518-6542
- Fabian Wander, Wellness Director at [FWander@hostos.cuny.edu](mailto:FWander@hostos.cuny.edu) or call 718-518-6567

Sincerely,

**Health and Wellness Office**

**Office of the President**  
**Eugenio María de Hostos Community College**  
475 Grand Concourse, A-Building, Room 341, Bronx, NY 10451  
718-518-4300 | [PRESIDENTSOFFICE@hostos.cuny.edu](mailto:PRESIDENTSOFFICE@hostos.cuny.edu)

