

Original Grade Report – Instructions for Students

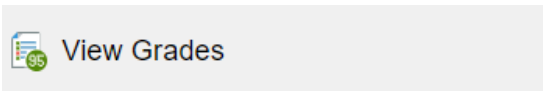
West Chester University has created an official document containing the original faculty awarded grades earned during semesters when the Alternative Grading Policy was implemented. Due to COVID-19 pandemic, students were able to opt into an alternative grading basis that allowed them to earn credit for courses without having the faculty awarded grade count in their grade point average or appear on their official and unofficial transcript.

How to Access:

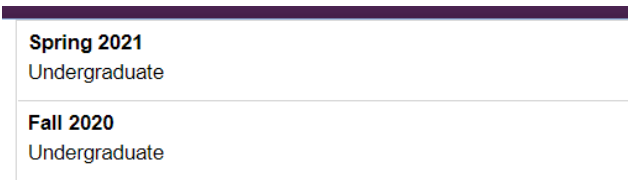
1. Log into your myWCU (<https://my.wcupa.edu>) and click on the **Academic Records** tile.



2. Click on **View Grades**, located on the left-hand navigation panel.



3. Select the **semester**



4. Underneath your courses, there will be a link to the semester **Original Grade Report**. Click on that link.
 - a. *This link will only be available for semesters when the Alternative Grading Policy was implemented.*
 - b. Example from Fall 2020:

[Fall 2020 Original Grade Report](#)

5. This will generate a PDF form that can be saved and shared with other individuals.
 - a. This is considered an official West Chester University document, but it is not an official transcript.

Note:

- An official transcript will include more detailed information, including, major, degree information, and cumulative GPA.
 - You can order an official transcript by clicking on the **Academic Records** tile and selecting **Order Official Transcript** from the left-hand navigation panel.