



Office of the Registrar

Dear Colleagues,

I write to alert you of a change in the grade replacement policy that will take effect next fall. Please read the message below my signature that will shortly be sent to students.

If your department has a minimum GPA requirement (for a specific course, for courses in the major, or overall), then students who are struggling to meet the requirement will not be able to replace a low non-failing grade and consequently will have a lower GPA than in the past.

There is also a possibility that some students will withdraw or fail to complete a course in order to preserve the option of grade replacement.

Please alert your advisors to this pending policy change, and discuss with your departmental colleagues to determine whether changes to your program requirements or practices are needed.

Sincerely,

Betsy

Message to current students:

*Dear Queens College Students,*

*We write to alert you to a change in the policy on grade replacement that will take effect beginning in the Fall 2014 semester. For some students, this change may influence decisions on when to repeat or withdraw from a course, and therefore we wanted to inform you at this early date.*

*Beginning next fall, the College must abide by the University's uniform policy on grade replacement, as stated in the CUNY Board of Trustees Minutes of April 23, 1990:*

*"When an undergraduate student receives the earned academic grade of "F" or an administrative failing grade (WU, WF, FIN), and that student subsequently retakes that course and receives a grade of "C" or better, the initial grade of "F" will no longer be computed into the Grade Point Average. The "F" will remain on the transcript. The number of failing credits that can be deleted from the Grade Point Average shall be limited to sixteen for the duration of the student's undergraduate enrollment in institutions of the University."*

*Currently, students at Queens College have the option of replacing a non-failing grade, but the university variance that allowed this practice has expired and cannot be extended. The policy change does not impact a student's ability to repeat a course. It simply requires that the prior course grade (unless it is a failing grade) be computed into the overall grade point average.*

*Note that university policy also dictates that no more than 16 undergraduate credits, taken at any CUNY institution, are eligible for grade replacement. This policy is now in effect at Queens College, replacing the prior practice of counting only credits earned at Queens College toward the 16-credit maximum.*

*As always, remember that repeating a course may have financial aid implications. Please consult with the Academic Advising Center, or with your major advisor, if you have any questions about grade replacement.*

*With best wishes for your academic endeavors,*

*Elizabeth Hendrey, Provost*



**Office of the Registrar**

The new grade (WD) established by CUNY is for Financial Aid (FA) tracking purposes only and is not punitive. While the grade will remain visible on the student's record, it will not appear on their transcript. Also, the grade will automatically be assigned to a student's record if he/she drops a course after the 7<sup>th</sup> day (the end of the FA certification period) or, during the refund period which ends on the 21<sup>st</sup> day.

For Fall 2014 the WD grade will appear when a student drops from September 4<sup>th</sup> to September 17<sup>th</sup>.

Please pass this information along to your faculty. Also, contact the Office of the Registrar if you have questions or concerns 718.997.4400 or [Registrar@qc.cuny.edu](mailto:Registrar@qc.cuny.edu).

**Queens College  
Office of the Registrar**

**Attendance Revision Form**

This form should be used only if you have made an error on attendance rosters submitted to the Office of the Registrar via CUNYfirst.

**Instructions:** Download and create a Microsoft Word document. Please enter your information and put a check mark in the appropriate box indicating the status of the students' attendance. **For security reasons, please forward this form as an attachment to the Registrar's office using your Queens College OUTLOOK email account. This form should be e-mailed to Sarah.Galloway@qc.cuny.edu and not faxed.**

Faculty Name: \_\_\_\_\_

Department \_\_\_\_\_

Semester: \_\_\_\_\_

Course # and Registration Code: \_\_\_\_\_

I certify that: (Student Name) \_\_\_\_\_  
Last First

Student ID: \_\_\_\_\_ **attended once within the first 3 weeks of classes during Spring and Fall semesters or within the first week of classes during Winter/Summer Session.**

Yes [  ] No [  ]



**Office of the Registrar**

The following are helpful hints for Attendance Roster submission. Please take a moment to review the following:

- For new faculty onboarded late and who do not yet have access to Faculty Center, there are computers available in the Office of the Registrar where they will be given access to submit their attendance roster(s). We are located in **Jefferson Hall – Room 100**. Bring photo ID and ask for the Grading Unit
- Existing faculty should make sure you are listed as the primary instructor. You may have access yet are unable to submit your roster(s) as a result of one category in the schedule of classes. Please check with your department to be sure of your primary status
- Faculty unable to access Faculty Center due to username and password issues must contact the **Help Desk** located in the Dining Hall - Room 151 - phone 718.997.4444 - fax 718.997.3198 email [helpdesk@qc.cuny.edu](mailto:helpdesk@qc.cuny.edu)

## ❖ ATTENDANCE AND PROGRAM ADJUSTMENT

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### Attendance Information

At the beginning of each session, instructors are required to record whether each student has attended. Compliance with federal and state aid regulations and institutional reporting requirements depends upon faculty members to report this information as accurately as possible. Though faculty might choose to take attendance at each class session for pedagogical reasons, the Registrar's office only needs to be notified that the **student was there at least once**. For online or other non-traditional instruction, instructors must note whether each student has commenced participation.

- For each student marked as not attending, the WN grade is assigned. It is a non-punitive grade placed on a student's record. Though it is assigned by the Registrar and not the faculty member directly, it is the faculty's attendance roster that initiates this grade.
- A WN grade can be removed for the following reasons:
  - Instructor had marked student as not attending in error (the student had previously attended or participated).
  - The student began attending or participating after the attendance marking period. The instructor may (but does not have to) remove the WN grade if the instructor determines he or she should be able to start and complete the course.
- To remove the WN, a Commencement of Attendance Revision form must be submitted via email to Sarah.Galloway@qc.cuny.edu, marking X in the "YES" box will remove the WN grade.
- If an instructor marked a student as attending in error (and the student never attended or participated), a WN grade can be added to a student's record by again submitting a Commencement of Attendance Revision form.
- The Commencement of Attendance Revision form is available to faculty and staff members **only** at myqc.qc.cuny.edu. This form should **never** be shared with students.

### Program Adjustment Information

- A student should not be allowed to attend a class when they are not formally registered and present on an instructor's class roster in CUNYfirst.
- Should a student attend who is not registered, the instructor should immediately send student to the assistant or staff member in the relevant academic department.
- That staff member can file the Program Adjustment form to enable student to be properly registered into the course (assuming the student is eligible to enroll at Queens College).
- If a student does not take care of this, or if the department chooses not to register him or her for any reason, the instructor should not allow the student to attend class for any additional sessions.
- A faculty member should never assure students that they will "take care of" the registration for the student. Too often, this results in miscommunication and disappointment if the student was not

eligible to enroll for reasons to which the instructor was not privy. Please encourage the student to visit the department for registration assistance as advised above.

- A student who has been attending a course for an extended period of time (five weeks or longer), will not be registered into the course by the Registrar. Please make sure your students are aware of this fact.

## ❖ GENERAL E-PERMIT INFORMATION

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### Types of E-permit Applications

#### **CUNY E-Permit**

- E-Permit application –This application may only be used for obtaining permission to take a course at another CUNY school and may only be filed using the CUNY portal at <http://www.cuny.edu/>
- For further E-Permit Information, please log on to [http://www.qc.cuny.edu/registrar/e\\_permit\\_information](http://www.qc.cuny.edu/registrar/e_permit_information)

#### **Non-CUNY permit**

- Non-CUNY E-Permit application-This application may only be used for the purpose of obtaining permission to take a course at a Non-CUNY school.
- To download a Non-CUNY permit application, please log on to <http://www.qc.cuny.edu/registrar/forms/>

#### **Filing Dates**

- Permit applications must be submitted during the registration period for the term in which you intend on taking the course.

**\*\*\*PLEASE FILE ON TIME BECAUSE RETROACTIVE PERMITS WILL NOT BE ISSUED.**

#### **Eligibility Requirements**

- If you are an undergraduate matriculated student, you must:
  - Have a minimum G.P.A. of 2.0.
  - Be at least in your 2nd semester of matriculation (summer is a session and not a semester).
  - Have successfully completed a minimum 6 credits at Queens College.
- If you are a graduate matriculated student, you must:
  - Have a minimum G.P.A. of 3.0.
  - Have registered for and completed with a passing grade at least one undergraduate pre-requisite course or one graduate course as part of the graduate program at Queens College.



- If you wish to take a course on permit during your 1st semester, you must be registered in at least 1 graduate or undergraduate course at Queens College while simultaneously registering at another school for the permit course.

### **Stop/hold Information**

- If you have a stop or hold on your record, you must clear it through the office that placed it on your record before you apply for a permit.

### **Restrictions**

- Undergraduate students may take a maximum of 18 credits during the Spring or Fall semester; 11 credits may be taken during the summer session.
- Graduate students may take a maximum of 15 credits during the Spring or Fall semester; 11 credits may be taken during the summer session.
- If you wish to exceed the credit load for a particular term, you must obtain permission from one of the following offices:
  - Undergraduate Scholastic Standards Committee (for Undergraduate Students)  
Location: Frese Hall, Room 201.
  - Graduate Scholastic Standards Committee (for Graduate Students)  
Location: Kiely Hall, Room 139A.
- Primary College Competencies may not be taken on permit. These courses include English 110, Math 110 or any "W" (writing intensive) course. Some departments may have additional restrictions.
- For credits completed at an accredited school:
  - Undergraduate students may transfer up to 75 credits (with a maximum of 12 non-liberal arts credits).

**Note: If you wish to exceed the maximum, you must complete a minimum of 45 credits at Queens College in order to graduate.**

- Graduate students may transfer up to 12 credits.
- For credits completed at a non-accredited school: A maximum of 18 credits may be transferred. "Blanket" credits are not allowed. All courses must be evaluated to a Queens College course equivalent.

## ❖ GRADING

### Grading Guidelines

- Instructors submit a grade for each course at the end of each fall and spring semester and each Summer Session. Students may access their grades using CUNYfirst.
  - To calculate your Grade Point Average you must know the following:
    - Each grade corresponds to a numerical equivalent, as indicated below in the Grades Equivalent Definition/Quality Point chart.
    - Each course carries a certain number of credits.
1. First, multiply the numerical equivalent of the grade earned in each course by the number of credits each course is worth. The result is known as "quality points." For example, a 3-credit course with a grade of C+ would give you 6.9 quality points ( $3 \times 2.3 = 6.9$ ).
  2. Then, add all the quality points together, and divide the total by the number of credits taken. The result is the Grade Point Average.

Sample:

Course	Grade	Numerical Grade Equivalent	X	Credits	=	Quality Points
MATH 151	A	4.0	X	4.00	=	16.00
ENG 110	B	3.0	X	3.00	=	9.00
ARTH 001	C-	1.7	X	3.00	=	5.10
BIO 1050	B+	3.3	X	5.00	=	16.5
<b>TOTAL</b>				<b>15.00</b>		<b>46.60</b>

Then: 46.6 quality points divided by 15 credits = 3.106 GPA.

- Grades Equivalent and Definition/Quality Point

GRADES	EQUIVALENT	NUMERICAL VALUE/DEFINITION/QUALITY POINT
A+	97-100	4.0 (GPA in good academic standing)
A	93-96	4.0 (GPA in good academic standing)
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	60-66	1.0
F	0-59	0.00

WF, WU		0.00
FAB, FIN, FPN		0.00
<del>ABS (ABSENT)</del>		<del>Temporary grade assigned when student is absent from final examination; student required to make arrangements with instructor for completion by the end of the next regular semester.</del>
F		Failure
<del>FAB</del>		<del>Failure because temporary ABS (Absent) grade is not resolved by the following semester</del>
FIN		Failure because temporary INC (Incomplete) grade is not resolved by the end of the next regular semester
INC (INCOMPLETE)		Temporary grade indicating semester's work incomplete
NC (NO CREDIT)		No credit earned (automatically when first semester freshman fail a class.)
P (PASS)		Grade of A+ through D earned in course for which student elected the P/NC option
W (WITHDRAWN)		Withdrawn without penalty, does not count in grade point average
WA (WITHDRAWN, ADMINISTRATIVE)		A student is not in full compliance with the College's immunization requirement
WF (WITHDRAWN, FAILING)		Late withdrawal granted by the Undergraduate Scholastic Standards Committee while student failing course; counts as failure
<del>WN</del> (WITHDRAWN, NEVER ATTENDED)		Assigned to students who never attended and did not officially withdraw from a course
WU (Withdrawn, Unofficial)		Assigned when students stop attending class without permission; counts as failure
Z		An instructor has failed to turn in grades for an entire class (Upon graduation Z grades are converted to F, unless an appeal is made to USSC)

**\*See Attendance and Program Adjustment (on page 2) to see how a WN can be removed**

### **Additional Grading Guidelines**

- An instructor may also assign a WU where appropriate or an INC only upon student request. All other grades are administrative. Additional details on grades can be found in the Undergraduate and Graduate Bulletins.
- WU (Unofficial Withdrawal) – This is assigned by the instructor to indicate that the student stopped attending the course before the end of the semester; or as a result of excessive absences there is no basis to give a final letter grade of A+ to F, and the conditions for a grade of INC do not apply.
- INC (Incomplete) – This is a temporary grade that may be assigned by the instructor when a student has requested it and meet two conditions: 1) Some of the course requirements have not been satisfied for good and sufficient reason as determined by the instructor, and 2) there is a reasonable expectation that a student can pass the course by submitting the outstanding work by the deadline.

For undergraduates, a grade not resolved by the end of the next regular semester will be converted to a grade of FIN. For graduates, the grade must be resolved by the end of the next two regular semesters, or else the grade remains on the transcript without penalty.

- Undergraduate Grade- the grade of D is the lowest passing grade in undergraduate division courses
- Graduate Grade -the grade of C- is the lowest passing grade in graduate division courses

### **Basic Grade Roster Troubleshooting**

- General grading questions can be directed to the Registrar. CUNYfirst issues can usually be resolved with the following information or by contacting the Help Desk or your department as noted below.
- CUNYfirst Access
  - Check to make sure that you have access to CUNYfirst and your grade roster(s) prior to the beginning of the grading period.
  - If you are a new instructor and have not yet claimed your CUNYfirst username and password, visit [home.cunyfirst.cuny.edu](http://home.cunyfirst.cuny.edu) and click on First time users.
  - If you forgot your password, visit [home.cunyfirst.cuny.edu](http://home.cunyfirst.cuny.edu) and click on Forgot your password?
  - Remember that passwords are case sensitive, and security requires that you reset your password every 90 days. If this applies to you, you will be prompted at log in.
- Faculty Center
  - If you do not have access to the Faculty Center, email the QC Help Desk at [helpdesk@qc.cuny.edu](mailto:helpdesk@qc.cuny.edu). Specify your issue and include your full name and CUNYfirst ID number. If you do not remember your number, also include your date of birth.
- Missing Grade Roster
  - Grade rosters will not be available prior to final examinations. Please ensure you are viewing grade rosters for the correct term, and if not, use the green Change Term button. If your grade roster is not accessible, contact your department chairperson or staff, who will add your name to the section you are teaching on the Meetings tab of Maintain Schedule of Classes in CUNYfirst, along with access to Approve the roster.
- Multiple Instructors
  - Where multiple instructors are assigned to a sections, only instructor(s) assigned Approve access will be able to complete the final step, which is marking the roster as Approved and then subsequently saving the roster in that status.
- Roster Approval
  - All students must have a grade entered before CUNYfirst will allow you to denote the roster as Approved. Once the roster is Approved, it must be saved that way in order for the grades to be transmitted to the Registrar. A printout of the roster noted as Approved does not serve as documentation that the roster was successfully submitted, as it may not have been saved.
- Override Terminals
  - Instructors who have extenuating CUNYfirst issues and cannot promptly benefit from Help Desk assistance can access their grade rosters by using the override terminals provided in the One Stop Service Center located in the Dining Hall, room 128.

## **Grade Change Guide:**

The following is a guide to reasons that may or may not be acceptable for faculty submitting Report of Change of Grade forms. While the below is not exhaustive, a form with a reason not included here or one that carries too much extraneous information will likely be sent back to your department. If you have a question about a scenario not listed here, please contact the Grading Unit to find out what reason(s) might be appropriate.

These guidelines are very particular, and it is to protect not only the Office of the Registrar when audited, but also the department, chairperson, and instructor. All parties could be considered liable upon some discovery in an audit.

**Important Note: This guide does not supersede or modify any existing academic policy at Queens College**

- For all grades more than one year old, grade changes must be approved by the USSC/GSSC.
- Letter grade (A+ through F) to any other grade
- An earned grade is, according to college policies, final and no additional work is to be evaluated. The only reason an instructor should ever change this grade is if an error was made. There are almost no exceptions to this rule.
- The following could be valid: "Instructor error," "Misevaluation of an exam," "Miscalculation of student average," "Error in grading several assignments," or "Mixup in my grading book." Not acceptable: "Student completed extra paper" or "Student retook final exam."
  
- ***On undergraduate INC and FIN grades***
  - An undergraduate student has until the last day of final exams of the next regular semester to finish an outstanding INC grade. Specifically, Fall incomplete grades should resolve by the end of Spring, Spring by the end of Fall, and Summer by the end of Fall as well.
  - The reason for an INC to change to an earned grade should be "work completed" or better yet, "work completed by deadline." To change an INC to anything else, "instructor error" would be acceptable.
  - A form reading INC to B and signed before the last day of finals would be just fine with "work completed." A form signed even one day after finals must absolutely say "work completed by deadline" because we have no way of knowing whether the student actually met the deadline if only "work completed" is noted. If the form is filed after the grade has already changed to FIN, the above holds true as long as we know that it was completed by the deadline.
  - If work is completed after the deadline, and/or if significant time has passed, then the grade can only be changed with permission of the USSC. It is the students' responsibility to get the approval of the USSC to have the FIN "reopened."
  
- ***On graduate INC grades***
  - A graduate student has until the last day of final exams after 2 regular semesters to finish an outstanding INC grade. Specifically, Fall incomplete grades should resolve by the end of the following Fall, Spring by the end of the following Spring, and Summer by the end of the following Spring as well. Reasons would be similar to the undergraduate section above.

- After that time, the grade will not change in any way, but the student may petition the Office of Graduate Studies/GSSC to allow extra time.

➤ ***Grades that an instructor cannot assign on a Change of Grade form***

- Instructors cannot assign the following grades via CUNYfirst or Change of Grade forms: W, WF, WA, Z. In most cases, P and NC are also unacceptable, unless the course is graded that way for all students.

➤ ***Changing to and from the WU***

- A WU should always be assigned where a student was once present, but ceased to attend classes and complete necessary coursework. In almost all cases, this grade is more appropriate than F for students who cease attendance.
- If the instructor made a mistake and did NOT assign WU appropriately, the grade change form should read "instructor error." The reverse is also true and if the instructor made a mistake and assigned WU inappropriately, the grade change form should read "instructor error." Reasons denoting various types of "extenuating circumstances" should be excluded.

➤ ***Changing to and from the WN***

- The WN grade is not available to instructors on their grade roster. It is assigned early in the semester by the Registrar to students who did not attend. If an instructor simply needs to remove a WN for a student who begins attendance during the term, they should file a Commencement of Attendance Revision Form.
- If an instructor made a mistake on the attendance roster (or did not submit one at all), they may have no other option than to assign a WU come grading time. In this case, the grade change form should read WU to WN with the reason of "Student never attended." If a student assigned a WN did begin to attend, then the grade change should read WN to ?? where the reason is "student attended the course." The ?? could be any earned grade (A+ through F), an INC, or a WU.

➤ ***Grade appeals***

- In the event that a grade runs through the grade appeals process detailed in the college bulletin, a letter from the decision-maker (chair or divisional dean) would preferably accompany the Change of Grade form. The reason could be then, "grade appeal approved" or something similar.