

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.