

## PEN Grade Assignment Form

Office of the Registrar  
Jefferson 100  
65-30 Kissena Blvd.  
Flushing, NY 11367  
718-997-4400  
qc.registrar@qc.cuny.edu

**\*\*\*This form should only be used by Queens College faculty to assign a “PEN” (pending) grade to an active Queens College student for a course in their current semester of attendance. A PEN grade is a temporary grade assigned to a student used to facilitate the implementation of the procedures for imposition of sanctions related to academic integrity.**

Please fill out this form completely, and email it to [qcreggrading@qc.cuny.edu](mailto:qcreggrading@qc.cuny.edu) from your Queens College faculty email account. Any missing or incomplete information can delay the processing of this form. Please **DO NOT** give this form to any student.

Please contact the Office of the Registrar for any questions or concerns related to this form.

### STUDENT INFORMATION

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

CUNY EMPL ID#: \_\_\_\_\_

### CLASS INFORMATION

Department: \_\_\_\_\_

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

Class Number: \_\_\_\_\_

Year: \_\_\_\_\_

### FACULTY AUTHORIZATION

I, \_\_\_\_\_, understand that I am assigning the above student a PEN grade, and I  
(Please print your name)

agree to adhere to the following:

1. I understand that a PEN grade is a temporary grade assigned to a student used to facilitate the implementation of the procedures for imposition of sanctions related to academic integrity.
2. I will not give this form to students.
3. I must fill out this form completely. If any information is missing or incomplete, it will not be processed.

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only:

Processed

Not Processed; Reason:
