Date: February 27, 2008

TO: All Faculty

FROM: Evangelos J. Gizis, Provost

RE: College Policies on Course Withdrawals and Absent and Incomplete Grades

Please be reminded of College policies regarding:

1) Withdrawal from a Course

2) Resolution of Absent and Incomplete Grades

If there are any questions on these policies, please call the Undergraduate Scholastic Standards Committee (USSC) at 997-4486 regarding undergraduate policy, or Dean Steven Schwarz at 997-5190 regarding graduate policy.

**College Policy on Withdrawal from a Course:**

**Undergraduate**

During the unevaluated course withdrawal period, Queens College students may withdraw from courses through the web, without faculty evaluation, so that the only record appearing on their transcript is W. The unevaluated course withdrawal period begins with the 4th week of the regular semester and extends through the end of the 8th week of the semester in the Fall or Spring. While it is not required, instructors can help their students make informed decisions on course withdrawals by returning graded work before the end of the 8th week. This provides students with information on their progress and enables them to withdraw without evaluation, from courses for which they are ill-suited or unprepared. (Please consult the Schedule of Classes for each Winter Session and Summer Session, for the exact withdrawal dates for each session.)

Beginning with the 9th week of the regular semester, permission to withdraw may be granted only by the Undergraduate Scholastic Standards Committee, located in Virginia Frese Hall, Room 201. Instructors cannot grant students such permission. The Committee may grant withdrawals from courses after the 8th week “only for the most pressing and urgent reasons” (see the Queens College
Undergraduate Bulletin and the Academic Senate Policies book). The Academic Senate requires, further, that the student’s reasons for withdrawing be documented to the Committee. Note that the expectation of a low or failing grade is not an acceptable reason for the Committee to consider a withdrawal from a course. The instructor will be asked to indicate on a Course Withdrawal Evaluation Form what the student’s level of performance in the course has been up to their last date of attendance. Signing this form does not give the student permission to withdraw; it merely helps the Committee, if it decides to grant a withdrawal, to assign a grade of W or WF (Withdraw Failing).

Graduate

During the first eight weeks of the semester, no special approval is required for course withdrawal; students may withdraw from courses using the web. Beginning with the first day of the ninth week of the semester, students must complete an Evaluated Withdrawal Form (Graduate Students), which is posted on the Registrar’s website (www.qc.cuny.edu/registrar), click on “Forms,” and may also be obtained at the Office of the Registrar (Jefferson Hall 100) or the Office of Graduate Studies (Kiely Hall 139A). The form must be signed by the instructor of the course and by the Graduate Advisor of the student’s program. Beginning with the fourteenth week of the semester, the approval of the Dean of Research and Graduate Studies is also required. In both cases, the instructor must indicate whether the student is passing or failing as of the date of the withdrawal. An indication of failure results in the grade of WF, which has the same effect on the student’s grade point average as an F grade. Course withdrawals are permitted up to the last day of class.

Resolution of Absent and Incomplete Grades

Undergraduate

The grade of Absent (ABS) is a temporary grade indicating that the student missed the final examination, but completed all other work in the course. This grade may be assigned, by and at the discretion of the instructor, if there is a reasonable expectation that the student will be able to achieve a passing grade by taking a make-up examination, and the student is absent only from the scheduled final examination. The grade of Incomplete (INC), also a temporary grade, must be requested by the student and may be given by the instructor to indicate that a student has a satisfactory record in course work but for a valid reason is unable to complete the course. Absent and Incomplete grades must be resolved through a make-up examination or through completion of the outstanding work during the next semester (Fall or Spring), even if the student is not in residence or has been academically dismissed. If not resolved on time, grades of Absent or Incomplete are converted to FAB or FIN, respectively, by the Registrar. The FAB or FIN is calculated in the GPA as a failing grade. This conversion may be appealed to the Undergraduate Scholastic Standards Committee.

The College grading policy interprets the submission of a grade of Absent or Incomplete as an implied obligation or agreement to assist the student in resolving the grade. Accordingly, instructors who will not be available to receive outstanding course work or administer a make-up exam should not submit grades of Absent or Incomplete. Instead, they should submit a letter grade calculated without the missing work. However, even if they will not be available to administer a make-up exam, instructors may submit a grade of Absent if they believe such a grade is appropriate and if the
department is willing to administer a make-up exam.

To resolve ABS grades, students should obtain from the Registrars Office one Make-up Examination Form for each ABS received. A fee of $25 is charged for the first final make-up exam and each additional exam incurs an additional $5.00 fee. Absent and Incomplete grades cannot be resolved through a second registration or repetition of the course.

Instructors who are asked by former students to resolve an Absent or Incomplete grade which has been converted to FIN or FAB should direct the student to the Undergraduate Scholastic Standards Committee to file an appeal before making arrangements for a make-up exam or receipt of outstanding course work. If the appeal is granted, the USSC will ask the instructor, who has the final authority in these matters, to determine if the student may be permitted to resolve the course. If the appeal is denied, the grade will remain FIN or FAB.

**Graduate**

The grade of **Absent** (ABS) is a temporary grade indicating that the student missed the final examination, but completed all other work in the course. The instructor may give this grade if there is a reasonable expectation that the student will be able to achieve a passing grade in the course by taking a make-up examination. A graduate student receiving this grade is required, with the permission of the department chairperson, to take a make-up final examination by the end of the next two regular semesters in attendance. A make-up examination fee of $15.00 is charged. **Absent** grades must be resolved; students may not graduate with this grade on the record.

The grade of **Incomplete** (INC), also a temporary grade, must be requested by the student and may be given by the instructor to indicate that a student has a satisfactory record in course work but for a valid reason is unable to complete the course during the regular time period. A graduate student receiving this grade must complete the work of the course by the end of the next two regular semesters. Requests for extensions of time must be addressed to the Dean of Research and Graduate Studies. If the course work is not completed, the **Incomplete** grade remains on the record without penalty.

Full details on all grading policies and procedures are given in the College Bulletin. The Undergraduate Scholastic Standards Committee Website at [qcpages.qc.cuny.edu/USSC](http://qcpages.qc.cuny.edu/USSC) also provides helpful information, as does the graduate website at [qcpages.qc.cuny.edu/graduate_admissions](http://qcpages.qc.cuny.edu/graduate_admissions).