

Academic Policies & Procedures

Rules governing grades, credits, retention standards, attendance, leaves, and conduct are among the major topics covered in this section. Since no compendium can anticipate and answer all questions, students should consult with the offices of the Registrar, Vice President for Student Affairs, Counseling & Resource Center, Academic Advising Center, or Undergraduate Scholastic Standards Committee, as appropriate, for information on any topic not covered here.

The Undergraduate Scholastic Standards Committee (USSC) is the committee of the Academic Senate charged with reviewing and acting upon students' appeals for waivers of the college's academic policies and procedures. The USSC requires a completed appeal form and typed appeal statement, along with supporting documentation, for any appeal. *The review of appeals requires time, and not all appeals are granted.* Students who have filed an appeal are therefore advised *not* to assume the appeal will be granted. Decisions of the USSC cannot be overturned.

STUDENT NUMBER

The college will set a CUNY Student ID number for each student through registering for a CUNYfirst account. The process for obtaining a Student ID number can be found at www.qc.cuny.edu/cunyfirst.

PLACEMENT EXAMINATIONS

All newly accepted freshmen are evaluated using Regents Exams, SAT scores, or appropriate writing, reading, and math placement examinations (called CUNY Assessment Tests). The results of these evaluations determine the courses a student must take to fulfill the college's Primary College Competencies.

ADVANCED PLACEMENT

Eligibility for advanced placement is determined by individual academic departments based on the student's performance on the Advanced Placement Tests given by the College Entrance Examination Board. Students who have taken an Advanced Placement Test may have the results forwarded to the Admissions Office.

CREDIT BY EXTERNAL EXAMINATION

Students may receive college credit for examinations conducted by the New York State Department of Education and by the College Entrance Examination Board–College Level Examination Program (CLEP, subject-area exams only). Students should obtain approval to take such examinations from the appropriate department chair. They may receive either credit for specific courses or elective credit within the department. Information about these examination programs is available in the Admissions Office.

TRANSCRIPTS

Transcripts of academic records are issued only upon the written authorization of the student. Such a request may be submitted online through the college's website at www.qc.cuny.edu/registrar. Although we will accept requests by mail or in office, this will add additional processing time to the request.

Transcripts are normally processed in 3–5 business days after the request is received. The process may take longer during peak periods at the beginning and end of a semester. We are unable to either email or fax transcripts to other institutions.

More information can be found at www.qc.cuny.edu/transcripts.

COURSES AT OTHER INSTITUTIONS (ePERMIT)

The "ePermit" allows Queens College students to file an online request to take a course at another CUNY college. Students can apply for an ePermit via CUNYfirst Students Self Service. For detailed instructions regarding the ePermit application process and policies, please visit www.qc.cuny.edu/registrar/perm/.

A Queens College student wishing to take a course at a non-CUNY college and transfer those credits to Queens *must* obtain, complete, and return to the Registrar's Office a permit to do so *before* taking the course. This requirement includes courses taken during Summer or Winter Sessions. Permits are authorized by the appropriate department and administered by the Registrar.

Permit forms are obtained at the Registrar's Office (Jefferson Hall, 1st floor) and at www.qc.cuny.edu/epermit.

To qualify, you must meet the following conditions:

- be a degree (matriculated) student with a cumulative GPA of at least 2.00;
- be at least in your second semester of matriculation;
- be currently attending Queens College or have been on a permit the preceding semester; and
- have successfully completed at least six credits at Queens College.

A department may refuse to authorize a permit if, in its judgment, it is inappropriate to do so. It is the responsibility of students who study at other institutions on permit to have official transcripts of their work sent to the Registrar's Office. These should be sent to the attention of the Permit Officer, Registrar's Office (Jefferson Hall, 1st floor).

OVERSEAS STUDY PROGRAMS

The CUNY/Paris Exchange Program offers students of all disciplines the opportunity to study for either a semester or year at one of the Universities of Paris. Requirements include either three semesters of college-level French or an equivalent linguistic proficiency. For information and applications for this program, contact Mohamed Tabrani (King Hall 203; 718-997-5125; fax 718-997-5055; mohamed.tabrani@qc.cuny.edu). *The Study Abroad Program* allows students to receive instruction at various sites outside of the United States. Students may participate in programs offered by Queens College or by other CUNY colleges. For information and applications for this program, contact the Education Abroad Office (King Hall 203; 718-997-5050; QC.EducationAbroad@qc.cuny.edu).

REGISTRATION

Individual term enrollment appointment dates and times will be displayed in Student Self-Service in CUNYfirst. Updated registration information can be obtained from the Registrar's Office by visiting www.qc.cuny.edu/registrar.

COURSE AND FACULTY EVALUATION

During the last four weeks of every Fall and Spring semester, students are asked to complete a course and faculty evaluation form for each class they are taking. This student feedback provides useful data for assessing some aspects of courses and instructors, and is an important way for the college to learn about teaching college-wide.

Responses to evaluation forms are summarized at the end of every semester and made available online at <http://ctl.qc.cuny.edu/evaluations/data>.

THE DEAN'S LIST

The Dean's List is established each semester in accordance with standards set by the college. Criteria are as follows:

- *Undergraduate degree students registered for 12 or more credits a semester.* The Dean's List will be promulgated at the end of each Fall and Spring semester. (It is not promulgated for work taken during Summer Sessions.) To be named to the Dean's List, a student must have an average of 3.5 in 12 credits of quality grades (A+ through F, WF, and WU) in that semester. Grades of INC, P, NC, W, and Z will be ignored if the basic requirement of 12 credits of quality grades is met. All quality grades will be included in the computation. The credits considered will be those on the student's record of registration at the end of the third week of the semester. The determination of eligibility will be made only at the time semester grades are posted. It will not be redetermined and awarded retroactively because of grade changes.
- *Undergraduate degree students registered for fewer than 12 credits in the Fall and Spring semesters of the same academic year.* The Dean's List will be promulgated in June on work completed in both semesters, September through June. In order to be named to the Dean's List, a student must have an average of 3.5 in a minimum of 12 credits of quality grades (A+ through F, WF, and WU) during the academic year. Grades of INC, P, NC, W, and Z will be ignored if the basic requirement of 12 credits of quality grades is met. All quality grades will be included in the computation. The credits considered will be those on the student's record of registration at the end of the third week of the semester. The determination of eligibility will be made at the time Spring grades are posted. It will not be redetermined and awarded retroactively because of grade changes. A notation will be made on the grade report sent to the student at the time of determination of eligibility and on the grade label

posted on the student's permanent record. This notation will indicate whether the determination was made on the basis of full- or part-time attendance.

GENERAL COLLEGE HONORS

General college honors—*summa cum laude*, *magna cum laude*, and *cum laude*—are conferred on graduating seniors who meet standards approved by the Academic Senate. The academic averages required for honors degrees are 3.9 for *summa cum laude*, 3.75 for *magna cum laude*, and 3.5 for *cum laude*. To be eligible for honors, a student must have completed at least 60 credits with letter grades (A, B, C, D, F) at Queens College.

DEPARTMENTAL HONORS

Departmental honors are conferred each year on those members of the graduating class who meet standards set by each department. For more information, visit the major department/program office(s) with which you are affiliated.

CREDITS AND CREDIT LOAD

Equated credits or billable credits are the number of *contact hours* in compensatory and developmental courses, regardless of the number of credits given for these courses. The number of equated credits will exceed the number of degree credits in compensatory and developmental courses. All hours of noncredit courses are considered as equated or billable credits. For details, contact the respective department or program.

Matriculated students in good standing may register for the following maximum number of equated credits:

- Fall and/or Spring semester: 18 equated credits/hours.
- Winter Session: 4 equated credits/hours.
- Summer Session 1 (Short): 6 equated credits/hours.*
- Summer Session 2 (Long): 9 equated credits/hours.*

*The total maximum equated credits/hours load for combined Summer Sessions (short and long) is 15 equated credits/hours.

Academic probationary students may register for a maximum of 13 equated credits/hours per semester.

Non-degree students may register for a maximum of 11 equated credits/hours per semester.

First-semester freshman students are advised to register for no more than 15 equated credits/hours, but may register for a maximum of 18 equated credits/hours.

ADDITIONAL CREDITS

Sophomores, juniors, and seniors who have a cumulative grade-point average of 3.0 or higher, and no temporary grades of *INC*, are automatically permitted to register for a maximum of 21 equated credits. Matriculated students in good standing who have compelling reasons for requesting additional equated credits may submit an Appeal to Register for Additional Equated Credits to the USSC in Frese Hall, Room 201, as early as possible during the registration period. Appeals may be submitted for Fall and Spring only.

Note: Students who register for more than 18 equated credits/hours will be charged an Accelerated Study Fee based on the number of hours registered. Please consult the Bursar's Office website for current fee information.

OVERLAPPING COURSES OR COURSE CONFLICTS

These are courses whose meeting times are not *at least five minutes apart*. The college prohibits registration into courses with overlapping schedules or class meetings. Students will not be permitted to register for courses that overlap or conflict.

Exception: Graduating seniors may submit an Appeal to Register for Overlapping Courses in Frese Hall, Room 201, at least three days prior to their scheduled registration date.

CLASSIFICATION OF STUDENTS

The minimum number of degree credits required for membership in each class is:

Lower Freshman	0–14.9
Upper Freshman	15–29.9
Lower Sophomore	30–44.9
Upper Sophomore	45–59.9
Lower Junior	60–74.9
Upper Junior	75–89.9
Lower Senior	90–104.9
Upper Senior	105–120+

GRADUATION

A student must complete 120 degree credits to be eligible for graduation unless a waiver has been granted for a specific program.

ATTENDANCE

By registering in a course, the student assumes the obligation to fulfill the requirements set for that course by its instructor. *Although absence in and of itself shall not affect a student's grade*, students are responsible for such activities as participation in class discussions, laboratory sessions, field trips, etc.; the preparation of papers and reports; and the taking of quizzes and examinations, any or all of which may constitute a component in the final grade for the course. In addition to observing the regulation regarding withdrawal from a course, students are expected, as a normal courtesy, to inform the course instructor of any prolonged absence or withdrawal.

Note: While attendance in class may not be required for a final grade in a specific course, students should be aware that attendance may be required to retain eligibility for financial aid.

INACTIVE STATUS

Students who do not register for a regular semester (Fall or Spring) will be considered inactive. The inactive status is not noted on the official record. Inactive students who wish to return to the college must file an Undergraduate Reentry Application by the deadline established by the Admissions Office in Jefferson Hall (718-997-5614).

GRADES

Assigned grades (A+ through F and WU), once assigned, stand as final evaluations. An assigned grade may not be changed later by additional assignments, retesting, or auditing a class.

Passing Grades

Passing grades assigned by faculty are A+ through D. (There is no grade of D–.) Grades of A+ show on the student's record but are counted as an A in the grade-point average (GPA). P (Pass) is assigned in place of a passing grade when a student chooses the P/NC grading option or when a P is the only legal grade that may be assigned in a course and the instructor has submitted an earned passing grade. P earns credit but is not calculated in the GPA.

Failing Grades

A student who receives a failing grade (F, NC, R, WF, or WU) will not receive college credit for that course. The grades F, WF, and WU are calculated in the GPA as zero. Grades of NC or R are not calculated in the GPA. (See *Warning*, below.)

F (Failing) is assigned for work that, in the *judgment* of the instructor, does not deserve college credit. This grade is calculated in the GPA as zero and gives no credit.

NC (No Credit) is assigned when the instructor submits an F and:

- the student has chosen the P/NC grading option for that course, within the applicable rules *and*
- the student is a first-semester student *or*
- the course in question may only be graded as *Pass* or *No Credit*.

R (Repeat) is assigned when the instructor submits an F for a student in a CESL course. A course in which an R is received is repeated until it is passed.

WF (Withdrawn Failing) is assigned by the Registrar when a student receives permission from the USSC for an official late current withdrawal, and the instructor's evaluation of a student's coursework is failing at the time of the withdrawal.

WU (Withdrawn Unofficially) 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.

The grade *WU* will also be assigned by the Registrar when a student, after receiving approval for an official late course withdrawal from the USSC, fails to submit the instructor's evaluation. The *WU* cannot be replaced by an *NC* or *R* in those courses in which an *NC* or *R* would replace an *F*.

WN (Never Attended)

If a student never attends a given class and does not withdraw officially, the *WN* grade will be assigned. Students will not be permitted to repeat an ESL course after receiving either no credit or a failing grade twice previously in that course.

Warning: Students should be aware that other colleges and universities, as well as other institutions and agencies, may evaluate grades of *P* as *C* or *D*, and grades of *R* and *NC* as grades of *F*. This may significantly lower a student's GPA.

Freshman Grading Policy for Students who Matriculated at Queens College before Fall 2017

A first-semester freshman, for the purpose of the conversion of an earned *F* to the *NC* or *R* grade, is defined as a student who is:

- A. A full-time student in his or her first semester at Queens College with fewer than 12 credits from any institution of higher learning. The only exception is for Fall semester entrants who attend the immediately preceding Summer Session. In this case only, an *NC* or *R* will cover all *F* grades submitted by an instructor both for that Summer Session and the immediately following Fall semester; or
- B. A part-time student during that time in which his or her first 12 credits are attempted at Queens College, and who has fewer than 12 credits from any institution of higher learning.

All grades of *F* submitted by an instructor for first-semester students will be converted to *NC* or *R*. Grades of *WU* and *WF* remain on the student's record. If a grade of *INC* is not resolved, they will convert to *FAB*, *FIN*, or *FPN*, respectively, and remain on the student's record. Students should note that grades of *P* will not be applied to general college honors, which requires a student to complete at least 60 credits with letter grades at Queens College.

First-Semester Grading Policy (effective for entering students Fall 2017 and is not retroactive).

A. All failing grades (*F*, *WU*, *FIN*, *WF*) for first-semester students shall be converted by the Registrar to *NC* or *R*. First-semester students shall be defined for this purpose as:

1. A full- or part-time freshman in the first semester of matriculation at Queens College with 24 or fewer credits combined from Advanced Placement; International Baccalaureate; college preparatory programs including High-Jump and College Now; and coursework from non-accredited or accredited post-secondary institutions. The only exception shall be for a Fall semester freshman who chooses to attend the immediately-preceding Summer Session. In such cases *NC* or *R* shall be recorded for failing grades as defined in "A" received in *both* the Summer Session and the Fall semester of entry.
2. A full- or part-time first-semester transfer student with 30 or fewer combined credits as defined under #1. The only exception shall be for a Fall semester transfer who chooses to attend the immediately-preceding Summer Session. In such cases *NC* or *R* shall be recorded for failing grades as defined in "A" received in *both* the Summer Session and the Fall semester of entry.

Pass/No Credit (P/NC) Option

Students may select one course each semester and one course in Winter and Summer Sessions for grading under the *P/NC* Option. (Note: Summer Sessions 1 and 2 are considered as one semester.) No more than 21 credits of *P/NC* may be applied toward the baccalaureate degree. Courses in which students may *only* earn a *P* or *NC* are not included in the 21 attempted *P/NC* credit limit.

Instructors *cannot* submit a grade of *P* or *NC* except in courses where these grades are the only legal grade. All earned passing grades will be converted to *P*; *F* grades will be converted to *NC*.

The *NC* grade is only assigned when an *F* is submitted by the instructor. If a student does not attend the course or if, as a result of excessive absences, the instructor has no basis on which to submit a final grade, a grade of *WU* may be assigned. The grade of *WU* will not be converted to an *NC*. Only an earned failure is converted to an *NC*.

WU and *WF* grades in courses taken under the *P/NC* Option remain on the student's record. Students should note that grades of *P* will not be applied to general college honors, which requires a student to complete at least 60 credits with letter grades (*A*, *B*, *C*, *D*, and *F*) at Queens College.

Exceptions to the *P/NC* Option.

Students may not take the following courses under the *P/NC* Option:

- All Writing-Intensive courses.
- English 110, 120, 120W
- ACE Seminar Courses
- Courses taken to satisfy the basic skills requirement in Mathematics.
- Any course in a major or major concentration without the permission of the major department.
- Minor requirements (see department for exceptions).
- Prerequisites for majors and minors (see department for exceptions).
- In joint majors and in specialized majors within departments, the determination of courses constituting the major for purposes of the *P/NC* option will be made by the student's concentration advisor.
- If you matriculated in Fall 2015 or later, you may not take the CUNY Pathways course under the *P/NC* options. You may still take it on a *P/NC* basis and earn credits if you pass, but the course will not fulfill the Pathways requirements.

Graduate Courses

Students who have elected/received a *P* in a course that later becomes part of their major or minor may appeal to the Undergraduate Scholastic Standards Committee to have the *P* replaced by the earned grade originally assigned by the instructor.

Selecting and Deselecting the *P/NC* Option

Students may select and deselect the *P/NC* Option online via the Office of the Registrar website and click the *P/NC* link on the home page during the *P/NC* period at www.qc.cuny.edu/registrar. The choice must be finalized by the end of the eighth week of the Fall or Spring semester. Winter Session dates are listed on the student page for CUNYfirst at www.qc.cuny.edu/Winter. Summer Sessions 1 and 2 dates are listed in the FAQ portion of the Summer Session website at www.qc.cuny.edu/Summer. After the deadlines indicated, the *P/NC* choice is final and cannot be changed.

Second-semester students may select the *P/NC* Option until the end of the fourteenth week of the Fall and Spring semesters, or until the next-to-last day of either Summer Session. Second-semester students, for the purpose of the *P/NC* Option, are defined as:

- A. Full-time and matriculated students during their second semester at Queens College who entered with fewer than 12 credits from another institution of higher learning. Summer Sessions 1 and 2 do not count as a semester.
- B. Part-time and matriculated students who have completed more than 9 but fewer than 18 credits.
- C. Transfer degree students with more than 11 but fewer than 28 credits from any institution of higher learning during their first semester at Queens College. Summer Sessions 1 and 2 do not count as a semester.

Important: The *P/NC* deadline will *not* be extended. Failure in the course or missing the deadline to select the *P/NC* option will not be considered grounds for appeal.

TEMPORARY GRADES (*INC* & *PEN*)

The college grading policy interprets the submission of an *INC* as implied obligations or contracts to assist the student in resolving the grade. Instructors who do not intend to assist students *should not submit a grade of INC*. They may submit a letter grade of *F* when there is no reasonable expectation that the student can pass the course even if the missing final exam or coursework is made up. The temporary grade of *INC* is not calculated in the GPA.

Instructors who *will not be available* to receive outstanding coursework *should not submit an INC grade* and contract. When instructors *do not intend* to assist in resolving *INC* grades, they should submit a letter grade, calculated without the missing work.
AAC / May 9, 2017

INC (Incomplete) is not an automatic grade. It is a temporary grade that may be assigned by faculty when a student has requested an *INC* and meets all of the following conditions: some of the course requirements other than but possibly including the final examination have not been satisfied for good and sufficient reason as determined by the instructor; and there is a reasonable expectation that a student can pass the course by submitting the outstanding work by the end of the next regular semester, Spring or Fall. (Summer Sessions 1 and 2 do not count as a semester in this case.) The assignment of *INC* constitutes an agreement with the student that the instructor or department will receive, evaluate, and submit a grade for the missing course requirements, upon submission of the outstanding work by the student. (See *Resolution of Temporary Grades*, below.)

The **INC** grade is not to be assigned if: it is not requested by a student; or if there is no reasonable expectation that the missing work can be completed, submitted, and graded by the end of the next regular semester, Spring or Fall (Summer Sessions 1 and 2 do not count as a semester); or a student would receive a failing grade in the course even if the missing work was completed, submitted, and graded. In these instances, the instructor must assign a grade based on a student's work for the semester. If there is insufficient information due to a student's attendance, the *WU* grade will be assigned.

PEN (Pending) is a temporary grade awarded when the disposition of the final grade requires further evaluation and the incomplete grade is inappropriate. *PEN* is also used to facilitate the implementation of the Procedures for Imposition of Sanctions whereby colleges must hold a student's grade in abeyance pending the outcome of the academic review process. The *PEN* grade will not lapse to *FPN*; final determination of a grade will depend on final evaluation by the instructor or the outcome of the college's academic review process.

WA (Withdrawal, Administrative) is assigned by the Registrar when a student is not in full compliance with the college's immunization requirements. Students receiving this grade should immediately contact the Office of the Vice President for Student Affairs (718-997-5500).

Z (No Grade) is assigned by the Registrar when an instructor has failed to submit grades for the entire class. Students who receive a *Z* on their semester grade report should contact the instructor or the department as soon as possible.

W (Withdrawal, Passing) is a grade that can only be issued by the Registrar when students:

1. complete the course withdrawal procedure online, from the third to the end of the eighth week of the Fall or Spring semester or the first to third week of Summer Session 2 (there is no online course withdrawal for Summer Session 1); or
2. request and receive permission from the USSC for a course withdrawal, *and* the instructor's evaluation of the student's coursework is passing at the time of the withdrawal.

Resolution of Temporary Grades. The grade of *INC* cannot be resolved through a second registration and/or repetition of courses. Many students graded *INC* register for a course a second time, receive a letter grade, and then request a retroactive withdrawal from the course graded *INC*. The temporary grade *INC* can be resolved only by making up the missing work; that is, a final examination must be taken and/or the missing work must be submitted by the end of the next regular semester (Fall or Spring).

If the grade of *INC* is not completed by the end of the next regular semester, the temporary grade will be converted to *FIN* and remain on the student's record. *Students must resolve a temporary grade by the end of the next regular semester, even if they are not registered for classes at the college. Students are not permitted to audit, sit in on, or register for the course again as a condition for resolving a temporary grade.* Once a *FIN* has been assigned, students may not resolve the course by submitting missing work or taking a final makeup examination. Faculty may not accept late or outstanding work nor administer a late final makeup examination. The Registrar will reject and return all grades submitted by faculty for courses assigned *FIN*. (See *Temporary Grades Converted to F*, below.)

To resolve an *INC* grade, students must submit the missing work by the end of the next regular semester (Fall or Spring).

Extensions of Temporary Grade. If students, for serious reasons, are unable to resolve an *INC* grade before the end of the next regular semester (Fall or Spring), they should request permission from the USSC to defer the conversion of the *INC* to a failing grade. Students should be advised that denial of their request is possible. In the event of denial, students should be

prepared to locate and notify their instructors as soon as possible to make arrangements to resolve the grade before the end of the final examination period, when this grade will be converted to *F*.

Temporary Grades Converted to *F*. If the *INC* grade is resolved on time (by the end of the next regular semester) but the Report of Change of Grade is not submitted to the Registrar before the temporary grade converts to *FIN*, the Registrar may accept the grade provided that the instructor and department chair confirm, in writing, that the student submitted the completed work by the deadline (end of the next regular semester).

Extension of the *FIN* Grade. If, for serious reasons, students are unable to resolve a temporary grade of *INC* before conversion to *FIN*, they may request special permission from the USSC to complete the course. Instructors who are asked by former students to resolve an *INC* grade that has been converted to an *F* should direct the student to the USSC to file an appeal before making arrangements for a makeup exam or receipt of outstanding coursework. If permission to resolve the grade is given, students may then complete the course with the instructor. If permission is denied, the grade will remain on the student's record as an *F*.

Appealing Grades. The following procedure has been established when a student wishes to appeal an earned grade:

1. First, discuss the grade with the instructor. The instructor must provide the student with a clear explanation of how the assigned grade was determined, and consider the student's arguments in support of a different grade.
2. If there has been no satisfactory resolution, the student may raise the issue with the departmental chair or, where applicable, the chair's designee (hereinafter collectively referred to as "chair"), who may make a non-binding recommendation to the professor.
3. If the student is still not satisfied, he or she may submit a formal, typed appeal to the departmental chair and divisional dean within 30 days of the resolution of step 2. Such an appeal is available only where the student is alleging that the assigned grade is inconsistent with the instructor's stated grading policy or is inconsistent with the grading calculation for other students in the class; the professor's judgment may not be appealed. The appeal must include copies of all work and supporting documentation on which the appeal is based. Only after all three steps have been exhausted will the USSC consider a formal appeal of an earned grade. The committee's role in the appeal is one of mediation or recommendation; it is not in the USSC's jurisdiction to change an instructor's assigned grade. Students may obtain additional information in the USSC Office (Frese Hall 201).
4. The chair will review both the student's appeal and the instructor's calculation of the assigned grade as expeditiously as is practicable (the dean will instead perform this role only in cases where a conflict makes it inappropriate for the chair to do so). If the chair finds the grade to be consistent with the grading policy and consistent with the grading calculation of other students in the class, the student's appeal is denied. If the chair finds otherwise, he or she makes a non-binding recommendation to the instructor. The chair does not have authority to change the assigned grade.
5. The procedures in this paragraph will be implemented (a) automatically in the event that the instructor does not accept the chair's recommendation to change the grade; (b) upon the student's appeal of the chair's finding that the grade was proper; or (c) if the dean determines that in the interest of time or fairness makes it appropriate to do so. In such case, the divisional dean will, at the earliest opportunity, appoint a three-person faculty committee from the respective department to review all relevant evidence and make whatever grade determination it deems appropriate.
6. The committee must notify the student, the instructor, the chair, and the divisional dean of its decision and its reasoning within 30 days of its formation.
7. If a majority of the faculty committee finds the assigned grade to be improper according to the established criteria, the chair must then submit a Report of Change of Grade along with the decision of the committee on departmental letterhead to the USSC, which will direct the Registrar to change the grade as indicated. Decisions of the faculty and committee are final and may not be appealed.
8. In the event the instructor is unavailable or unable to comply with this process, these procedures will be followed as nearly as practicable, except that the departmental chair may make a change-of-grade recommendation directly to the USSC, which will consider that recommendation and either order that grade change or send it back to the department where the faculty committee may then be convened.
9. The student may appeal to the USSC only on the basis that these procedures have not been adequately followed. It is not in the USSC's jurisdiction to change an assigned grade other than as set forth in the prior paragraphs.

Grade-Replacement Policy. When students repeat a course, all previous grades will remain on their record, but only the *most recent grade* will be computed in the cumulative GPA. This Grade-Replacement Policy applies to courses first taken in Fall 1984
AAC / May 9, 2017

and later, and first repeated in Fall 1991 and later. *Note:* Any grade in a course first taken before Fall 1984 and repeated after Fall 1991 will not be deleted from the cumulative GPA. Any course repeated before Fall 1991 will not cause the deletion of an earlier grade from the cumulative GPA.

Beginning in Fall 2014, only earned grades of C or better will be used to calculate the replacement of a prior attempt of the same class that earned the failing grade. Undergraduate students may replace a maximum of 16 credits of failing grades if the same courses are repeated with a minimum grade of C. The cumulative GPA will be recomputed to reflect only the passing grade; the semester GPA will not be changed. The following point should be noted: A maximum of 16 credits of failing grades (*F, FIN, FAB, FPN, WU, or WF*) may be deleted from the calculation of the cumulative GPA during an undergraduate's enrollment in CUNY. Whether students remain at a single college or transfer from one CUNY college to another, no more than 16 credits of failing grades can be replaced in the calculation of the cumulative GPA. Should the 16-credit limit be reached at a CUNY college other than Queens, a student will not be permitted to replace failing grades at Queens.

The following information is extremely important for students who are considering whether to repeat courses:

- A. New York State prohibits the use of repeated courses that were previously passed in the determination of financial aid eligibility, unless the repeat is needed to obtain a minimum required grade. For example, if you are registered for a total of 14 credits, three credits of which represent a course that is a repeat of one passed previously, you are registered for only 11 credits for New York State financial aid awards.
- B. The evaluation of your transcript for admission to other undergraduate and graduate programs, both within and outside CUNY, may include *all* courses and grades in the calculation of your cumulative GPA, including those courses and grades not calculated into your Queens College GPA because of the Grade-Replacement Policy.

Courses with the temporary grade of *INC* cannot be resolved under this policy. If students repeat courses in which they have a temporary grade, the grade will be converted to *FIN* and will remain on the student's record. However, if a temporary grade converts to *FIN*, it may be deleted from the cumulative GPA under the Grade-Replacement Policy.

DROPPING AND WITHDRAWING FROM COURSES

Students should not drop or withdraw from courses except for serious reasons.

Dropping a Course. Courses may be dropped online in accordance with the procedures described in the academic calendar deadline portion of the Student Service Center area of the student's CUNYfirst account. To register for a CUNYfirst account, visit www.qc.cuny.edu/cunyfirst beginning with the first three weeks of the Fall and Spring semesters or the first two days of Winter Session. For Summer Sessions 1 and 2, students may drop a course online via the CUNYfirst registration system. Dropping a course is considered a program adjustment, and the course will not appear on the student's record. Drops during the second and third week of a semester will earn a grade of *WD*. The *WD* grade is not punitive and is used for Financial Aid to track eligibility for those that have earned awards and dropped their course.

Course Withdrawals: Fall and Spring Semesters

Beginning with the fourth week through the end of the eighth week of the semester, students may withdraw from a course online in accordance with the procedures described in the academic calendar deadline portion of the Student Service Center area of the student's CUNYfirst account. To register for a CUNYfirst account, visit www.qc.cuny.edu/cunyfirst. An instructor's evaluation is not required during this period; the grade of *W* will appear on the student's official record.

Beginning with the ninth week through the last day of classes of the semester, students may withdraw from courses *only* by submitting an Appeal for a Late Withdrawal from Current Semester Course(s) to the USSC in Frese Hall, Room 201. (For more information visit <https://myqc.qc.cuny.edu/StudentLife/USSC>.)

Course Withdrawals: Winter Session

For the exact instructions and dates to withdraw from a class, please consult the Registrar's website: www.qc.cuny.edu/registrar. After the unevaluated withdrawal period, students may withdraw from a course *only* by submitting an Appeal for a Late Withdrawal from Current Semester Course(s) to the USSC in Frese Hall, Room 201. (For more information visit <https://myqc.qc.cuny.edu/StudentLife/USSC>.)

Course Withdrawals: Summer Sessions 1 & 2

There is no online course withdrawal for Summer Session 1. Please consult the Summer Session website for the exact instructions and dates to withdraw from a class. Beginning with the second week of Summer Session 1, students may withdraw from a course *only* by submitting an Appeal for a Late Withdrawal from a Current Semester Course(s) to the USSC in Frese Hall, Room 201. (For more information visit <https://myqc.qc.cuny.edu/StudentLife/USSC>.)

Beginning with the second week and until the end of the third week of Summer Session 2, students may withdraw from a course online in accordance with the procedures described on the Registrar's website: www.qc.cuny.edu/registrar/. A grade of *W* will be entered on the student's record. Beginning with the fourth week, students may withdraw from a course *only* by submitting an Appeal for a Late Withdrawal from Current Semester Course(s) to the USSC in Frese Hall, Room 201. (For more information visit <https://myqc.qc.cuny.edu/StudentLife/USSC>.)

Important: For the exact dates for course withdrawal, please consult the Registrar's website on Summer Session: www.qc.cuny.edu/registrar.

Unofficial Course Withdrawals

Students who stop attending a course without completing the steps necessary to drop or officially withdraw from it will receive a grade of *WU*.

Withdrawal from All Courses

Students who register and pay their bills and then drop all of their courses during the program adjustment period (from the first day of classes to the end of the third week of the semester) will have these dropped courses removed from their record. Students who withdraw from all courses beginning with the fourth week to the end of the eighth week of the Fall or Spring semester will have the grade of *W* entered on their record for courses registered for that semester. Students in either category above are not considered inactive and do not have to apply for readmission in order to register for the next regular semester.

LEAVE OF ABSENCE

A leave of absence is permitted only during the Fall and Spring semesters. For Summer Sessions, a withdrawal from all courses is not a leave of absence, and follows the procedures outlined for course withdrawals. (See *Course Withdrawals*, above.)

Students who wish to request a leave of absence should contact Counseling Services (718-997-5420; www.qc.cuny.edu/counseling) beginning the day after the course withdrawal deadline. Prior to that time, students should just withdraw from classes by going on CUNYfirst. Students who apply for a leave of absence will have an interview with a counselor from Counseling Services. The grade of *W* will be entered on the student's record. Students granted a leave of absence may register for the next semester without filing a Reentry Application. Students who are on academic probation may request a leave of absence in the same way. However, students on Continuing Probation who officially withdraw from all of their Spring classes, or take an official leave of absence during the Spring term, may not register for the following Summer Session or Fall term, but may apply for reentry for the following Spring term on Continuing Probation. Reentry information and applications may be obtained through the Admissions Office website: www.qc.cuny.edu/admissions.

There is no refund for an approved withdrawal from all classes or approved leave of absence beginning with the fourth week of the semester.

Second or Subsequent Leave of Absence

Beginning the day after the course withdrawal deadline (Fall or Spring), students with a prior leave of absence who wish to withdraw from all their classes must submit an Appeal for a Late Withdrawal from Current Semester Courses to the USSC. (For more information visit <https://myqc.qc.cuny.edu/StudentLife/USSC>.)

RETENTION STANDARDS, ACADEMIC PROBATION, ACADEMIC DISMISSAL, AND REENTRY RETENTION STANDARDS

These standards are a result of policies mandated by the Board of Trustees, interpreted by the CUNY Chancellor's Office, and passed by the Council of Presidents.

Required Grade-Point Average (GPA) or Cumulative Index

Credits Attempted	GPA Required
1–12	1.50
13–24	1.75
25 and above	2.00

For the purposes of retention, the GPA is based *only on grades earned at Queens College*. Credits attempted are the total number of all recorded registered courses, regardless of grades earned. Grades of *F, INC, NC, PEN, R, W, WA, WF, WU*, and *Z* are all counted as credits attempted. All undergraduate students will have their academic records reviewed at the end of each Fall and Spring semester. At this time, students whose cumulative GPA does not meet the above retention standards will be placed on academic probation for the following semester.

All students are responsible for determining their academic status. Students who do not meet the retention standards listed above, or have a question about their academic standing, are strongly urged to make an appointment to see a counselor in the College Counseling & Resource Center in Frese Hall, 1st Floor, Main Lobby (718-997-5420; www.qc.cuny.edu/counseling).

SEEK students should see their academic counselor in Delany Hall, Room 231 (718-997-3150; www.qc.cuny.edu/seek).

All meetings with counselors will be private and confidential so students may discuss anything that may be affecting their academic progress.

Cumulative Grade-Point Average or Index

The cumulative grade-point average or index is calculated by computing the earned grades and credits attempted in each course in the following manner:

1. The number of credits in each course is multiplied by the numerical value of each grade earned in the course. Add these products. Their sum is the total of quality points earned.
2. Add the total number of credits. This sum includes credits for courses failed (*FAB, FIN, FPN, WF, WU, or F*) as well as courses passed with the grades *A* through *D*. This sum does not include courses with the grades of *P, NC, R, INC, PEN, W, WA, or Z*.
3. Divide the sum obtained in step 1 by the results obtained in step 2. This is the cumulative GPA.

How to Compute the Cumulative Grade-Point Average

Grade	Numerical Value	Credits	Quality Points
A+	4.0	x 2 =	8.0
A	4.0	x 6 =	24.0
A–	3.7	x 4 =	14.8
B+	3.3	x 3 =	9.9
B	3.0	x 4 =	12.0
B–	2.7	x 6 =	16.2
C+	2.3	x 2 =	4.6
C	2.0	x 3 =	6.0
C–	1.7	x 4 =	6.8
D+	1.3	x 3 =	3.9
D	1.0	x 1 =	1.0
F, WF, or WU	0.0	<u>x 3 =</u>	<u>0.0</u>
		41	107.2

Quality Points / Credits: $\frac{107.2}{41} = 2.614$

Academic Probation

Students who, at the end of a Spring or Fall semester, do not meet the retention standards will be placed on probation for the following semester. (See *Probation and Dismissal Information*, below.) Grades earned in Summer Session(s) or Winter Session and grade changes during the semester do not immediately affect probationary status, which is reassessed only at the end of the Spring and Fall semesters (in January and June). Students whose cumulative GPA has risen to meet the retention standards
AAC / May 9, 2017

may file a special appeal with the USSC (Frese Hall, Room 201), no later than the last day of the regular semester, to be removed from probation. *All students on probation remain eligible for federal financial aid.* More financial aid information may be obtained through the Financial Aid website: www.qc.cuny.edu/fao.

Rules for Students on Academic Probation

Students on academic probations may not register for more than 13 equated credits/hours. Those students who register for more than 13 equated credits/hours before they are placed on probation must reduce their equated credits/hours to 13 by dropping courses. Failure to do so may have a negative impact on students who later appeal their academic dismissal. It is strongly recommended that students on academic probation seek assistance from the College Counseling & Resource Center, Counseling Services in Frese Hall, 1st Floor (718-997-5420). SEEK students must see their academic counselor in Delany Hall, Room 231 (718-997-3150; www.qc.cuny.edu/seek).

Probation and Dismissal Information

Regular Probation: Students whose Spring or Fall term GPA (Grade-Point Average) initially falls below retention standards will be assigned Regular Probation. Students on Regular Probation who officially withdraw from all of their Spring or Fall courses, or take an official leave of absence from all of their Spring or Fall classes, will be placed on Extended Probation for their next term of enrollment.

Extended Probation: Students who, while on probation, do not meet retention standards but earn a Spring or Fall term GPA of 2.25 or higher (with no grades of *INC*, *PEN*, or *WU*), will be assigned Extended Probation.

or

Students who successfully appeal their Spring academic dismissal to the USSC will be assigned Extended Probation for the following Fall term. Students on Extended Probation who officially withdraw from all of their Spring or Fall classes, or take an official leave of absence from all of their Spring or Fall classes, will be assigned Extended Probation for their next term of enrollment. If, while on Extended Probation, a student's cumulative GPA reaches 2.00 or higher, that student will be automatically assigned "Good Standing" when probationary status is reassessed at the end of the Spring or Fall semester (in January and June). Students assigned "Good Standing" may register for Summer Sessions and a maximum of 18 credits for regular semesters.

Continuing Probation: At the end of the Fall term there is no academic dismissal. Therefore, students who while on probation do not meet retention standards and do not earn a Fall term GPA of 2.25 or higher (with no grades of *INC* or *WU*) will be assigned Continuing Probation. Students on Continuing Probation not registered for the immediately following Spring term, or who drop all of their courses before the end of the third week of the Spring term, will be academically dismissed during the Spring term.

Students on Continuing Probation who officially withdraw from all of their Spring classes, or take an official leave of absence during the Spring term, may not register for the following Summer Sessions or Fall term, but may apply for reentry for the following Spring term on Continuing Probation. Reentry information and applications may be obtained at the Admissions Office website.

If, while on Continuing Probation, a student's cumulative GPA reaches 2.00 or higher, that student will be automatically assigned "Good Standing" when probationary status is reassessed at the end of the Spring and Fall semesters (in January and June). Students assigned "Good Standing" may register for Summer Sessions and a maximum of 18 credits for regular semesters.

Reentry Probation: A student who has not continued attendance at the college while on regular or extended probation will be permitted to reenter on Reentry Probation. Reentry information and applications may be obtained at the Admissions Office website.

or

A student who was academically dismissed from Queens College may apply to reenter only after a full academic year has passed since the date of dismissal. Reentry for students who were academically dismissed is not guaranteed. Students will be instructed to file an appeal along with their application. Reentry information and applications may be obtained at the Admissions Office website.

Students who successfully appeal their reentry after academic dismissal with the Committee on Admissions & Reentry Standards (CARS) will be assigned Reentry Probation. Students on Reentry Probation who officially withdraw from all of their Spring or Fall classes, or take an official leave of absence from all of their Spring or Fall classes, will be assigned Reentry Probation for their next term of enrollment.

If, while on Reentry Probation, a student's cumulative GPA reaches 2.00 or higher, that student will be automatically assigned "Good Standing" when probationary status is reassessed at the end of the Spring and Fall semesters (in January and June). Students assigned "Good Standing" may register for Summer Sessions and a maximum of 18 credits for regular semesters.

Dismissal: A student on Regular, Extended, Continuing, or Reentry Probation who does not meet retention standards and did not earn a Spring term GPA of 2.25 or higher (with no grades of *INC*, *PEN*, or *WU*) will be assigned academic dismissal with an opportunity to appeal to the USSC for reinstatement. Notices of academic dismissal, with appeal forms, are sent to students by the end of June via QC webmail. Decisions by the USSC on appeals of academic dismissal are final.

Students dismissed at the end of the Spring semester may attend Summer Sessions and are encouraged to attempt to resolve any temporary grades. However, students *must* file an appeal by the deadline date if they wish to be considered for reinstatement for the Fall term. Appeals received after the deadline date indicated on the appeal for reinstatement will not be reviewed. If the USSC approves a student's appeal for reinstatement, the student is assigned Extended Probation for the Fall term.

Students whose appeal for reinstatement is denied or who choose not to file an appeal may apply to reenter only after a full academic year has passed since the date of dismissal. Reentry for students who were academically dismissed is not guaranteed. Students will be instructed to file an appeal along with their reentry application. Reentry information and applications may be obtained at the Admissions Office website.

Second-Degree Undergraduates

College policy requires that a student in the Second Baccalaureate Degree Program achieve a grade-point average of at least 2.00 at the end of the first term (or first 10 credits) to remain in the program, and must thereafter maintain a 2.00 GPA (cumulative index).

Student Records

Student records and information are maintained by the college and are available in the Registrar's Office, Jefferson Hall, 1st floor (718-997-4400). Pursuant to the federal Family Educational Rights and Privacy Act (FERPA), with the exception of "directory information" and some other exceptions, a student's written consent is generally required before an educational institution may disclose personally identifiable information contained in educational records.

The college provides directory information to persons with a legitimate interest in such information upon request, including requests from military recruiters. Directory information consists of a student's name, address, telephone number, date and place of birth, photograph, email address, full or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits completed), dates of attendance (years, dates, semesters or sessions; not daily records), major field of study, degree(s) enrolled for, participation in officially recognized activities and sports (teams), the height and weight of members of athletic teams, previous school attended, and degrees, honors, and awards received.

Students may request that directory information not be released without their prior consent by completing a Non-Disclosure Form in the Registrar's Office. This form also can be downloaded at www2.cuny.edu/about/administration/offices/registrar/resources/ at Non-Disclosure Forms, and at www.qc.cuny.edu/registrar/Pages/DownloadableForms.aspx and returned to the Registrar's Office. Students should be aware that if they sign a Non-Disclosure Form to block the release of directory information, they will need to sign a release form, in person, at the Registrar's Office to authorize the release of records and information to others, such as financial institutions, employers, and other designated persons or entities, including military recruiters.

The college may disclose personally identifiable information from student records to appropriate persons without written consent under a number of other circumstances provided for under FERPA, including certain emergency situations. For instance, the college may reveal the final results of a disciplinary proceeding against a student accused of a violent crime or non-forcible sex offense, and may notify parent(s) or guardian(s) if the college determines that a student violated a controlled substance or

alcohol rule.

Students should familiarize themselves with CUNY's policy concerning FERPA (Guidelines for the Implementation of the Student Records Access Policy and FERPA), which can be found at www2.cuny.edu/about/administration/offices/registrar/resources/ under FERPA; and <https://myqc.qc.cuny.edu/StudentLife/conduct/default.aspx> under Office of Judicial Affairs, FERPA.

Freedom of Information

Requests to inspect public records pursuant to the New York State Freedom of Information Law at the college should be made to the Records Access Officer, Meryl Kaynard, General Counsel to the President & Special Counsel for Labor/Management Relations (Kiely 1305, 718-997-5725). Requests should provide sufficient explanation and specificity in order to formulate a response and identify documents responsive to the request.

Public records are available for inspection and copying by appointment only at a location to be designated. You have a right to appeal a denial of a request for access to records to the CUNY General Counsel and Vice Chancellor for Legal Affairs. For the procedures for making Freedom of Information Law requests, see: www.cuny.edu/about/administration/offices/la/Procedures-for-Public-Access-to-Records.pdf.

Pursuant to the federal Student Right-to-Know Act, the college provides information to current and prospective students describing the college graduation rate for degree-seeking full-time undergraduate students. This information is provided annually, and may also be obtained from the Office of Institutional Research (Kiely 711, 718-997-5788).

ACADEMIC INTEGRITY/ACADEMIC DISHONESTY

Academic dishonesty is prohibited in the City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion.

The college's Academic Integrity Officer is Emanuel Avila, Associate Director of Judicial Affairs & Service Learning, located in the Student Union, Room 320 (718-997-3971). Academic Integrity Report Forms are found at myqc.qc.cuny.edu/StudentLife/conduct/default.aspx, Office of Judicial Affairs, Academic Integrity Report Form. The officer/coordinator reviews all reports submitted by faculty in order to determine whether a case will be reviewed and presented for academic and/or disciplinary charges.

I. Definitions and Examples of Academic Dishonesty

1.1. Cheating is the authorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise. Examples of cheating include:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take-home assignment or examination.
- Using notes during a closed-book examination.
- Taking an examination for another student, or asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
- Giving assistance to acts of academic misconduct/ dishonesty.
- Fabricating data (in whole or in part).
- Falsifying data (in whole or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, computers or other technologies to retrieve or send information.

1.2. Plagiarism is the act of presenting another person's ideas, research or writings as your own. Examples of plagiarism

include:

- Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
- Presenting another person's ideas or theories in your own words without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.
- Internet plagiarism, including submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the Internet without citing the source, or "cutting & pasting" from various sources without proper attribution.

1.3. Obtaining Unfair Advantage is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:

- Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

1.4. Falsification of Records and Official Documents

Examples of falsification include:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

II. Methods for Promoting Academic Integrity

2.1. Packets containing a copy of the CUNY Policy on Academic Integrity and, if applicable, the college's procedures implementing the Policy, and information explaining the Policy and procedures shall be distributed to all current faculty and, on an annual basis to all new faculty (full- and part-time). These packets also shall be posted on each college's website. Orientation sessions for all new faculty (full- and part-time) and students shall incorporate a discussion of academic integrity.

2.2. All college catalogs, student handbooks, faculty handbooks, and college websites shall include the CUNY Policy on Academic Integrity and, if applicable, college procedures implementing the policy and the consequences of not adhering to the Policy.

2.3. Each college shall subscribe to an electronic plagiarism detection service and shall notify students of the fact that such a service is available for use by the faculty. Colleges shall encourage faculty members to use such services and to inform students of their use of such services.

III. Reporting

3.1. Each college's president shall appoint an Academic Integrity Officer in consultation with the elected faculty governance leader. The Academic Integrity Officer shall serve as the initial contact person with faculty members when they report incidents of suspected academic dishonesty. The Academic Integrity Officer may be the college's Student Conduct Officer, another student affairs official, an academic affairs official, or a tenured faculty member. Additional duties of the Academic Integrity Officer are described in Sections 4.1, 4.2.1, 4.2.2, 4.3, and 4.4.

3.2. A faculty member who suspects that a student has committed a violation of the CUNY Academic Integrity Policy shall review with the student the facts and circumstances of the suspected violation whenever feasible. Thereafter, a faculty member who concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report such incident on a Faculty Report Form in substantially the same format as the sample annexed to this Policy and shall submit the form to the college's Academic Integrity Officer. Each college shall use a uniform form throughout the college, which shall contain, at a minimum, the name of the instructor, the name of the student, the course name and number and section number, the date of the incident, a description of the incident and the instructor's contact information.

3.3. The Academic Integrity Officer shall update the Faculty Report Form after a suspected incident has been resolved to reflect that resolution. Unless the resolution exonerates the student, as described in Section 4.4, the Academic Integrity Officer

of each college shall place the form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless the student is exonerated, written decisions on academic integrity matters after adjudication also shall be placed in the student's academic integrity file. The Academic Integrity Officer shall be responsible for maintaining students' academic integrity files.

IV. Procedures for Imposition of Sanctions

4.1. Determination on Academic vs. Disciplinary Sanction

The Academic Integrity Officer shall determine whether to seek a disciplinary sanction in addition to an academic sanction. In making this determination, the Academic Integrity Officer shall consult with the faculty member who initiated the case and may consult with student affairs and/or academic affairs administrators as needed. Before determining which sanction(s) to seek, the Academic Integrity Officer also shall consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken. Prior violations include both violations at the student's current college and violations that occurred at any other CUNY college. In making the determination on prior violations, the Academic Integrity Officer shall determine whether the student previously attended any other CUNY colleges and, if so, shall request and be given access to the academic integrity files, if any, at such other CUNY colleges.

The Academic Integrity Officer should seek disciplinary sanctions only if (i) there is a substantial violation; or (ii) the student has previously violated the Policy; or (iii) academic sanctions are unable to be imposed because the student has timely withdrawn from the applicable course. Examples of substantial violations include, but are not limited to, forging a grade form or a transcript; stealing an examination from a professor or a university office; having a substitute take an examination or taking an examination for someone else; having someone else write a paper for the student or writing a paper for another student; sabotaging another student's work through actions that prevent or impede the other student from successfully completing an assignment; and violations committed by a graduate or professional student or a student who will seek professional licensure. The college also should consider any mitigating circumstances in making this determination.

4.2. Procedures in Cases Involving Only Academic Sanctions

4.2.1. Student Admits to the Academic Dishonesty and Does Not Contest the Academic Sanction: If a faculty member wishes to seek only an academic sanction (i.e., a reduced grade) and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the Academic Integrity Officer decides to seek a disciplinary sanction. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion. A reduced grade may be an "F" or another grade that is lower than the grade that the student would have earned but for the violation.

The faculty member shall inform the Academic Integrity Officer of the resolution via email and the Officer shall update the applicable Faculty Report Form to reflect that resolution.

4.2.2. Student Admits to the Academic Dishonesty but Contests the Academic Sanction: In a case where a student admits to the alleged academic dishonesty but contests the particular academic sanction imposed, the student may appeal the academic sanction through the college's grade appeal process. The student shall be allowed, at a minimum, an opportunity to present a written position with supporting evidence. The committee reviewing the appeal shall issue a written decision explaining the justification for the academic sanction imposed.

4.2.3. Student Denies the Academic Dishonesty: In a case where a student denies the academic dishonesty, a fact-finding determination shall be made, at each college's option, by an Academic Integrity Committee established by the college's governance body or by the Student-Faculty Disciplinary Committee established under Article XV of the CUNY Bylaws. Each college's Academic Integrity Committee shall adopt procedures for hearing cases. (If a college opts to use its Student-Faculty Disciplinary Committee for this purpose, that committee shall use Article XV procedures.) Those procedures, at a minimum, shall provide a student with (i) written notice of the charges against him or her; (ii) the right to appear before the committee; and (iii) the right to present witness statements and/or to call witnesses. Those procedures also shall provide the faculty member with the right to make an appearance before the committee. The committee may request the testimony of any witness and may permit any such witness to be questioned by the student and by the administrator presenting the case. Academic Integrity Committees and Student-Faculty Disciplinary Committees, as applicable, shall issue written decisions and send copies of their decisions to the college's Academic Integrity Officer. The Academic Integrity Officer may not serve on a college's Academic Integrity Committee.

4.3. Procedures in Cases Involving Disciplinary Sanctions

If the college decides to seek a disciplinary sanction, the case shall be processed under Article XV of the CUNY Bylaws. If the case is not resolved through mediation under Article XV, it shall be heard by the college's Faculty-Student Disciplinary Committee. If the college seeks to have both a disciplinary and an academic sanction imposed, the college shall proceed first with the disciplinary proceeding and await its outcome before addressing the academic sanction. The student's grade shall be held in abeyance by using the *PEN* grade established for this purpose, pending the committee's action. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. The student may appeal the finding in accordance with Article XV procedures and/or may appeal the grade imposed by the faculty member in accordance with section 4.2.2. If the Faculty-Student Disciplinary Committee finds that the alleged violation did *not* occur, then no sanction of any kind may be imposed. Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Officer shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as explained below, the suspected violation was held to be unfounded.

4.4. Required Action in Cases of No Violation

If either the Academic Integrity Committee or the Faculty-Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Officer shall remove all material relating to that incident from the student's confidential academic integrity file and destroy the material.

V. Implementation

Each college, in accordance with its governance plan, shall implement this Policy and may adopt its own more specific procedures to implement the Policy. Colleges' procedures must be consistent with the policy and procedures described in the Policy.

COMPUTER USE

The following regulations are intended for anyone who has been authorized to use a computer owned by or purchased with grant funds administered by the college. This includes students who have registered for courses requiring the use of a computer; faculty and staff who have been assigned computers or computer accounts for the purposes of research or other scholarly activities; administrative and secretarial staff who are required to use computers in fulfilling their responsibilities; anyone who uses the Queens College computer network; and all others permitted access to a computer.

Regulations Regarding Use of Computing Facilities

Queens College maintains computers for academic and administrative use. The security and good working order of these tools depend on responsible care and use by those who are accorded the privilege of using them. Proper use, in part, is governed by the following:

1. Only valid Queens College ID bearers or other authorized persons may use the computing facilities. Users are required to present a valid ID upon request of computing facility personnel.
2. Queens College computing facilities are to be used *strictly* for those academic or administrative purposes that are established and approved when an account is granted or use is permitted.
3. Users are responsible for maintaining exclusive access to their accounts by ensuring that no one else is permitted the opportunity to learn their passwords. Periodically changing your password to protect your account is strongly urged. If your account is used improperly by someone else, *you* may lose the account.
4. Electronic mail or memo facilities shall not be used for transmitting any form of obscene or threatening messages, or to send multiuser-directed advertisements or announcements, or for other illegal purposes.
5. The writing of code or execution of instructions that threaten system integrity or security, cause harm to the system or users' files, or cause excessive or wasteful use of computer resources such as memory, cpu time, or output pages is strictly prohibited.
6. The computer should not be used for pranks or practical jokes or to gain unauthorized entry to other computers.
7. Use of computers for commercial gain is not permitted.
8. Theft or accessory to theft of equipment, documentation, supplies, or another person's files, programs, or output may result in criminal prosecution or other disciplinary action.

9. Users should use and maintain the computing facilities entrusted to them with care and good sense, and must refrain from smoking, eating, and drinking when using computing facilities. Users should be considerate of others.

10. Users are advised that it is Queens College policy that software that is copyrighted may not be copied, reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any human or computer language, in any form or by any means, in any part without prior written permission of the copyright holder. Backup copies with a copyright notation may be kept for that purpose only.

The college reserves the right to monitor, under appropriate conditions, all data contained in the system to protect the integrity of the system and to insure compliance with regulations. Any user who is found to be in violation of these rules shall be subject to the following:

- Suspension and/or termination of computer privileges;
- Disciplinary action by appropriate college and/or University officials;
- Referral to law enforcement authorities for criminal prosecution; or
- Other legal action, including action to recover civil damages and penalties.

CONDUCT

The college's policies concerning nondiscrimination, sexual harassment and assault, security and crime prevention, and AIDS are described in detail in the booklet *Your Right to Know*, which is available online at www.qc.cuny.edu, in the Welcome Center, and in the Office of the Vice President for Student Affairs. If you have questions, contact the Vice President for Student Affairs (718-997-5500).

The college handles matters of student discipline through the Vice President for Student Affairs and the Faculty-Student Disciplinary Committee. Students are required by the Board of Trustees' bylaws to meet punctually all college obligations; to use the property of the institution with care and economy; to obey the laws of the city, state, and nation; and to obey the orders of duly established college authorities. Violation of any of the provisions of this statement may result in disciplinary action.

Since the college is not in a position to supervise the use by student groups of leased or purchased off-campus facilities, student organizations are responsible for their conduct and for the management of their housing.

Academic Senate Policy on Religious Holidays

The Academic Senate recommends that students inform their professors of any religious obligations when such obligations conflict with class attendance or other college responsibilities. Faculty will accommodate students' religious obligations, to the extent possible, provided that advance notice of these obligations is given by the student. It is requested that faculty refrain from giving tests on such class days in order that no student be penalized for his or her religious observance. The Offices of the Academic Senate will maintain information about religious calendars for the purposes of consultation by faculty wishing information.

Religious Observance

Education Law 224-a states:

1. No persons shall be expelled from or be refused admission as a student to an institution of higher education for the reason that they are unable, because of their religious beliefs, to attend classes or to participate in any examination, study, or work requirements on a particular day or days.

2. Students in an institution of higher education who are unable, because of their religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.

3. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to all students who are absent from school, because of their religious beliefs, an equivalent opportunity to make up any examination, study, or work requirements which they may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to said students such equivalent opportunity.

4. If classes, examinations, study, or work requirements are held on Friday after four o'clock in the afternoon or on Saturday, similar or makeup classes, examinations, study, or work requirements shall be made available on other days, where it is possible and practicable to do so. No special fees shall be charged to the student for these classes, examinations, study, or

work requirements held on other days.

5. In effectuating the provisions of this section, it shall be the duty of the faculty and of the administrative officials of each institution of higher education to exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to students because of their availing themselves of the provisions of this section.

6. Students who are aggrieved by the alleged failure of any faculty or administrative officials to comply in good faith with the provisions of this section, shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of their rights under this section.

Student Complaint Procedures

Student complaints are heard initially by the Office of the Vice President for Student Affairs. A student with a complaint is generally able to get an appointment within 72 hours, and often sooner. When the student does not want to file a formal complaint or grievance, the Vice President will act as an ombudsman or mediator in an effort to work out the problem and obtain a satisfactory outcome or get an answer for the student. To file a formal complaint the student fills out a complaint/problem sheet with the Office of the Vice President for Student Affairs, and the Vice President or the appropriate college official(s) then looks into the complaint and provides the student with a response within two weeks, often sooner. The college official(s) providing a final determination will not be a person (or persons) involved in the alleged problem. Filing a complaint can never result in adverse action taken against the student for filing the complaint. Documentation concerning each formal college complaint and its disposition will be kept for a period of at least six years.

Queens College's Behavioral Intervention Team

The QC Behavioral Intervention Team (QC BIT) is a collaborative committee of QC professionals that meets regularly to discuss the behavior of individuals about whom reports are received. The QC BIT then determines if any intervention is needed, and monitors the intervention.

The QC Behavioral Intervention Team strives to:

- Balance the individual needs of the student, faculty, or staff and those of the greater campus community;
- Provide a structured positive method for addressing behaviors of concern that impact the college community;
- Manage each case individually;
- Initiate appropriate intervention;
- Formalize a protocol of instructions for communication, coordination, and intervention;
- Centralize collection and assessment of “red flags” raised by a community member’s behavior and “connect the dots” of disparate problematic actions involving that individual;
- Coordinate follow-up to ensure that services, support, and resources are deployed effectively.

Important: Any emergency should be reported immediately to the Security & Public Safety Office at 718-997-5912.

Parental Rights Regarding Student Records

Family Educational Rights and Privacy Act (FERPA)

What Is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. However, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high-school level (such as Queens College). Students to whom the rights have transferred are “eligible students.”

Who May Review Student Information & Records?

Any matriculated student at Queens College is an “eligible student,” and information may not be shared with anyone other than the student without the express written consent of the student. Verbal consent is permitted when the student is present (i.e., in a meeting with a student and his/her parents).

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

This means that information may be shared among officials at Queens College, as long as there is a legitimate need to do so. Information may **not** be shared with students' parents or family members, unless the student has given express written or verbal (only when the student is present) consent to do so. It is always preferable that the student be present when information is shared in order to ensure that consent is given voluntarily.

The information in this document was obtained from the U.S. Department of Education website (www.ed.gov).

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. It also prohibits sexual harassment (including sexual violence), which is a form of sex discrimination against students.

If any student believes that he/she has been a victim of sexual harassment, including sexual assault, stalking, or domestic or intimate partner violence perpetrated by another CUNY student, faculty, staff member, or third party, the following individuals must be notified:

1. The Queens College Title IX Coordinator: Cynthia W. Rountree, Esq., Chief Diversity Officer/Director,
Office of Compliance and Diversity Programs; Kiely Hall 147
718-997-5888
cynthia.rountree@qc.cuny.edu
2. Public Safety: Pedro Pineiro, Director; Office at the Main Gate
718-997-5912/5911
3. Student Affairs: John Andrejack,
Dean of Students; Student Union 300,
718-997-3960
john.andrejack@qc.cuny.edu