

## Important Updates to Academic Policies, Deadlines, and Processes

I hope you and your family are healthy and safe. We at QC are committed to supporting you during this difficult time and continue to be available to provide all of our support and services remotely.

Acknowledging that many of our students may feel uneasy about a move to distance learning and how that could affect their academic performance, the University has implemented the following changes to CUNY's academic calendar, effective immediately.

### Academic Calendar:

1. **Last Day to File for Pass/No Credit/Fail Option – Thursday, May 14, 2020** (this date may change after the next CUNY Board of Trustees meeting on March 30th). For eligible students that meet the requirements of the "Pass/Fail/No Credit Option" policy. This is the published "Last Day of Classes," which is *before* final examination week (05/16-05/22) and prior to the "End of the Spring Term," (05/22/2020). Before electing, students should first consult with their advisors to discuss their eligibility for this choice and how it may affect them academically.
2. **Last Day to Drop with a Grade of "W" -- Thursday, May 14, 2020**
3. **Deadline to Resolve SP 20 Incomplete Grades – Wednesday, December 23, 2020.** The University will allow students to submit incomplete work to faculty for courses taken in Spring 2020 for resolution of INC grades through the Fall 2020 semester. The deadline for faculty to submit *Incomplete to Grade* forms to the Registrar's Office is December 23, which coincides with the "Final Grade Submission Deadline" for Fall 2020 courses.

### Updates to Federal Work Study (FWS)

#### Guidance for colleges affected by the Corona Virus (COVID-19) for FWS students

The U.S. Department of Education has issued guidance for students in the FWS program for the 2019-2020 academic year for both on- and off-campus FWS job locations.

As Queens College and many businesses are performing duties remotely, QC students are asked to consult with their job location supervisors to confirm if they can perform their FWS duties remotely, however:

1. If students are unable to continue FWS due to closure, they will continue to get paid for as long as the closure persists, based on their scheduled FWS hours.
2. For FWS job locations that are indefinitely closed, students will be paid for as long as the closure persists, based on their scheduled FWS hours.
3. If students are unable to continue their FWS job due to being quarantined or incapacitated due to COVID-19 illness, they will continue to get paid for as long as the condition persists, based on their scheduled FWS hours.

In these three instances, supervisors for both Queens College and off-campus locations must continue to submit timesheets for their FWS students. Students who choose to discontinue their FWS when the job opportunity is still available will forfeit their award.

Now that classes are fully transitioned to distance education learning, QC students may request to update their FWS scheduled hours based on their new availability at the discretion and with the approval of the FWS supervisor.

QC students who are unable to work for any of the reasons above should click the link below to complete the CUNY COVID-19 documentation form and return it electronically to the QC Hub at [QCHUB@qc.cuny.edu](mailto:QCHUB@qc.cuny.edu).

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/financial-aid/financial-aid-forms/common-forms/COVID-19-Financial-Aid-Documentation-Form2-003.pdf>

## **Virtual Process for Major and Minor Declaration/Change of Major or Minor**

Students who would like to declare or change a major or minor, can fill out the declaration form and email it to the academic department in which they are interested for "signature" and forward to the QC Hub. Alternatively, the QC Hub will accept an email message from the department confirming the approval into a major or minor at [QCHUB@qc.cuny.edu](mailto:QCHUB@qc.cuny.edu).

<https://www.qc.cuny.edu/registrar/Documents/Declaration%20of%20Major%20Form%20Fillable.pdf>

## **Virtual Process for QC Hub and Academic Advisement**

The QC Hub and the Academic Advising Center are serving students virtually.

To ask questions or make a virtual appointment with the [QC Hub](#), please email us at [QCHUB@qc.cuny.edu](mailto:QCHUB@qc.cuny.edu), participate in the live chat on our website, or schedule a virtual appointment via the appointment link on our website:

<https://www.qc.cuny.edu/studentlife/services/qchub/Pages/default.aspx>.

To ask questions or make a virtual appointment with the [Academic Advising Center](#), please leave a voicemail message at (718) 997-5599, email us at [ADVISING@qc.cuny.edu](mailto:ADVISING@qc.cuny.edu), or download the new *QC Navigate App*:

- Apple App Store: <https://apps.apple.com/us/app/navigate-student/id950433229?mt=8>
- Google Play Store: <https://play.google.com/store/apps/details?id=com.eab.se>
- Login via website: <https://qc-cuny.navigate.eab.com>

We will continue to share as much information as we can, as soon as we can, to keep you updated of any developments. We also recommend that you visit the QC calendar at [www.qc.cuny.edu/pages/calendar.aspx](http://www.qc.cuny.edu/pages/calendar.aspx) for updated information.