

USSC HANDBOOK

The Undergraduate Scholastic Standards Committee (USSC) of Queens College has updated this handbook to reflect changes in academic policies and procedures since its last printing, Fall 2002. This handbook is not intended as a substitute for the Undergraduate Bulletin or for the Academic Senate Policies Booklet. It is intended to provide a clear and quick reference to College and Senate policies relating to degree requirements, grading policies and scholastic standards.

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I. DEGREE REQUIREMENTS

All Queens College baccalaureate degree programs have the following graduation and degree requirements:

A. Credits for Graduation.

Baccalaureate degrees require the successful completion of at least 120 degree credits. Of these,

1. no more than 12 may be tutorial credits.
2. no more than 21 credits may be in courses taken under Pass No Credit (P/NC).
3. no more than 11 credits may be in courses in Basic English, below the level of English 110.

B. Residency Credit Requirements.

1. A minimum of 45 credits must be completed in residence at Queens College. At least 30 of the last 64 credits taken must be completed at Queens College or the CUNY Graduate Center.
2. At least one third of the requirements for the major must be taken in residence at Queens College. Check with the academic department.

C. Grade Point Average Requirement.

1. A Cumulative GPA (grade point average) of at least 2.00 is required, based only on credits completed at Queens College.
2. The GPA is calculated in the following manner:

Step 1. Calculate total quality points earned. To do this:

- a. Multiply the number of credits in each course by the numerical value of the grade earned in that course.
- b. Add these products.

c. This sum is the total "Quality Points" earned.

GRADE	EQUIVALENT	NUMERICAL VALUE
A+	97-100	4.00
A	93-96	4.00
A-	90-92	3.70
B+	87-89	3.30
B	83-86	3.00
B-	80-82	2.70
C+	77-79	2.30
C	73-76	2.00
C-	70-72	1.70
D+	67-69	1.30
D	60-66	1.00
F, WF, WU, FAB	0	0
FIN, FPN	0	0

Step 2. Add the total number of credits. Also [see Academic Advising](#).

This sum includes credits for courses failed (F, FAB, FIN, FPN, WF, and WU) as well as for courses passed with a grade of

A+ through D. Grades of ABS, INC, P, NC, PEN, R, W, WA or Z are not included in this sum.

Step 3. To calculate the GPA.

Divide the Quality Points earned (sum from step 1) by the total number of credits taken (sum from step 2).

D. Primary College Competencies (Formerly Basic and Advanced Skills). [See Testing](#)

1 Composition Requirement (3 -12 credits). Courses taken to fulfill the Composition Requirement may not be taken under the P/NC option, and at least one writing intensive course must be taken in residence at Queens College.

- a. All students must successfully complete English 110 (College Writing) or receive a score of 4 or higher on either the English Language & Composition or English Literature & Composition Advanced Placement exam and,
- b. Successfully complete three (3) units of writing intensive course work. English 120 (Writing, Literature, Culture) is equivalent to two (2) of the three (3) required writing intensive units and may be recommended for some students.

2. Mathematics Requirement (3 credits). This requirement may be satisfied by one of the following:

- a. placement into precalculus or higher on the QC Math Placement Test, or
- b. passing grade on one of the following:
 - i. New York State Sequential III Math Regents Exam, or
 - ii. New York State Math B regents exam, or
 - iii. New York State Intermediate Algebra and Trigonometry Regents Exam, or
- c. a passing grade in (Queens College) Mathematics 110 or Math 6 or 8 -which are no longer offered, or
- d. a passing grade in college-level precalculus or college-level calculus, or
- e. a score of 3 or higher on the Calculus Advanced Placement exam.

Courses taken to fulfill the mathematics requirement may not be taken under the Pass No Credit Option (P/NC).

Students are strongly advised to consult with the Academic Support Center (Kiely 217, 1-718-997-5599) or the Mathematics Department (Kiely 237, 718-997-5800) regarding placement in mathematics courses, especially if they intend to take Math courses beyond the minimal requirement. The QC Math Placement Exam is available through the Testing Center (Kiely 231, 1-718-997-5860).

3. Foreign Language (0-11 credits). All students must attain knowledge of a foreign language equivalent to three semesters of study at the college level. Bachelor of Music student must go to their departmental advisor for their foreign language requirement.

The following regulations apply:

- a. Students who successfully complete the third (3rd) level of foreign language instruction at the high school level or who achieve a passing grade on the New York State Regents Comprehensive Language Exam, Level 3, are exempt from this requirement.
- b. Students who have studied a foreign language or whose native language is not English may be exempted from part or this entire requirement by passing one of the competency exams administered by the one of the appropriate Foreign Language Departments. They may also be exempted from part of all of this requirement by on the basis of scores obtained on other externally administered examinations approved by the appropriate Foreign Language Department, or in the case of American Sign Language, by the Office of Special Services(Kiely Hall 171, 1-718-997-5870).

c. Students must enroll in the most advanced course in a sequence of courses in a given language for which they are qualified by either placement or previous study. Students not certain of the appropriate course level should take the department placement exam and consult with an adviser in the language department in question.

d. It is the responsibility of students to find out from the appropriate department the level of foreign language they should register for and to obtain permission from the department chairperson if there is any question. **IMPORTANT:** Students may not receive credit for successfully completing courses below the level of their competency as determined by the instructor/department chair or by the placement exam. If it is found that a student is already competent at the level of instruction, this will be reported to the department chairperson, who will notify the Registrar to cancel credit for the course.

e. Neither blanket nor equivalent credit shall be granted for introductory courses in a foreign language from which a student has been exempted by examination.

For further information on the Primary College Competencies, please go to The Advising Center, Kiely Hall 217.

ACE, LEAP, BALA, BASS, CUNY Honors Program and SEEK students must consult with their respective advisement professionals for their specific requirements, including LASAR. ([See page 5](#)).

4. Physical Education (1-3 credits). Students must satisfactorily complete one course in physical education selected from FNES 11 through 30.

1. ACE students may also satisfy this requirement by the successful completion of FNES 32.

2. Students with physical and medical problems, whose physician has stated in writing that it would be medically inadvisable to complete a physical activity course, may select FNES 30, a 3-credit academic (classroom) course Fitness Through Diet, Exercise, and Weight Control) that does not require a physical component. No courses in the Department of Drama, Theatre, and Dance fulfill the physical education requirement.

F. LASAR (Liberal Arts and Science Area Requirements).

1. Students matriculated fall 1981 and later must satisfy the LASAR.

IMPORTANT: All courses selected to satisfy LASAR must be on the approved Academic Senate List. The College permits **NO SUBSTITUTIONS!** Please refer to the current Undergraduate Bulletin for a complete listing of approved courses for the LASAR.

Students in programs leading to Bachelor of Music degree must satisfy the LASAR as prescribed in the Music Department section of the Undergraduate Bulletin, based on their semester of matriculation.

Students in ACE, LEAP, BASS, and SEEK must follow the requirements of respective programs described in the current Undergraduate Bulletin. Students in the Honors Program in Humanities should consult the Bulletin to ascertain which LASAR requirements are fulfilled by the Program's curriculum.

2. Students matriculated prior to fall 1981.

Students matriculated fall 1976 through spring 1981 are required to successfully complete the Distributional Requirements of 24 credits of course work, distributed among at least two departments in each of the divisions of the College: Arts and Humanities, Mathematics and Natural Sciences, and Social Sciences.

Re-entering ACE students, who matriculated fall 1972 to fall 1983, should consult the Program advisors concerning the appropriate requirements to be fulfilled.

3. Students matriculated fall 1981, spring 1982.

Students matriculated fall 1981 or spring 1982 with 28 or more transfer credits must satisfactorily complete the Distributional Requirements in operation at that time.

4. Students with CUNY Associate of Arts (AA) or Associate of Science (AS) degrees.

- a. All our lower division general education requirements, both LASAR and Basic Skills (Primary College Competencies) are deemed satisfied. Students will not be required to take additional English 110, Mathematics, or Physical Education courses to satisfy the Basic Skills requirements.
- b. This satisfaction of lower division requirements applies to all holders of AA and AS degrees from all CUNY colleges.
- c. If a student with an AA or AS degree have not completed at least one year of Foreign language study, and cannot demonstrate proficiency through high school course work, native language abilities, or examination, such students may be required to take up to six to eight credits of foreign language coursework.

5. **IMPORTANT: Changes in degree requirements.** Matriculated students are responsible for meeting degree requirements in force at the time of their matriculation. Changes to the structure of a major must be applied in such a way as to avoid increasing the number of credits required of students who have started taking courses required for their major. If general degree requirements are changed following matriculation, the student is given the option of satisfying the original requirements or the new requirements. This policy included those undergraduate students who

were matriculated, took a leave of absence (while in good standing) and then returned to the college.

Students who are dismissed for academic reasons may be subject to the new regulations, depending on how long after dismissal they return and such other factors as may be taken into account by the appropriate committee. Further information may be obtained at Registrar's Office, Jefferson Hall 100.

G. Major Area of Study.

Students must complete all of the requirements of a major, which is a concentration of courses defined by the academic department, allied departments or program. The major department or program has total authority over certification of its major requirements.

Some majors require both an approved major and an approved minor. Students are strongly encouraged to check with their departmental advisor.

Students should file a concentration form in their major or program, generally by the end of their sophomore year.

The Interdisciplinary major cuts across academic disciplines and enables students to design a program of student for the major that is specially suited to their needs and interests. Contact Interdisciplinary & Special Studies 1-718-997-5782.

II. MATRICULATION

To earn a baccalaureate degree at Queens College a student must be matriculated (accepted by the College into a degree-granting program). While most students enroll for 12 or more equated credits ([see page 8](#)), a student may enroll for less than 12 equated credits and still be matriculated.

A non degree (non matriculated) student is one who is registered in credit bearing courses, but has not been accepted by the Queens College into a degree granting program.

Non degree students who do not apply for matriculation upon the completion of 24 credits, or who are denied matriculation because of their GPA, will not be permitted to continue their registration at Queens College beyond 24 credits.

Students may obtain further information and applications for matriculation at the Undergraduate Admissions Center, Main Lobby, Jefferson Hall.

III. ACE, LEAP, BASS AND SEEK STUDENTS

ACE, LEAP, BASS and SEEK students are governed by the same College policies and procedures as other students. Where program policies or requirements differ or appear to be inconsistent with the general College policies, program policies approved by the Academic Senate, take precedence.

ACE, LEAP, BASS and SEEK students are strongly encouraged to see their respective departmental [Academic Advisors or Counselors](#) before initiating any academic appeal, request for leave of absence, permission for course withdrawal, or other special requests.

IV. TESTING AND COLLEGE READINESS SKILLS

A. CUNY ACT Tests

Students who entered Queens College prior to fall 2000, must pass the CUNY ACT Tests in Reading, Writing and Mathematics by the time they have earned their 60th credit.

All students enrolled prior to fall 2000 will not be permitted to continue their registration, beyond 60 credits at Queens College, without having passed all parts of the CUNY ACT Tests. [See CUNY ACT Appeal](#).

ESL students must take the CUNY ACT Skills Tests in Reading for placement and must pass these tests within two years (including the summer preceding and following two consecutive academic years).

SEEK students must contact the SEEK Program Office for information.

B. CUNY Proficiency Examination (CPE). [Click here for CPE Appeal Form](#)

1. Who must take the CPE?

Effective September 1, 2003, **all students** must pass the CUNY Proficiency Exam (CPE) in order to receive their undergraduate degree. There are no exemptions for first time undergraduate students.

2. When to take the CPE.

Students in senior colleges, including Queens, must take the CPE by the time they register for their 60th credit, unless they are exempt as described in Section 4.

To be eligible to take the CPE, students must:

- Have a GPA of at least 2.00.

- Pass the CUNY ACT Basic Skills Test in Reading and Writing (unless exempt by virtue of SAT or Regents scores), if they entered CUNY as freshmen on or after fall 1999, or as transfer students on or after Fall 2000.

- Be registered for at least their 45th credit during the semester in which they take the exam.

3. What happens if I fail the CPE?

Students who fail the CPE must attempt it again by the semester immediately following the one in which they register for their 60th credit. If they fail again, they must take it again by the semester in which they register for their 75th credit.

Students may attempt the CPE a total of three times. If they do not pass the CPE at the third attempt, they are barred from enrolling in further classes at CUNY. Students who do not take a scheduled administration of the CPE when required to do so forfeit that attempt and it counts as one of the three attempts permitted.

These rules mean that unless they are exempt as described in below in section 4, all students must pass the CPE in order to graduate from Queens College.

4. Who is exempt from taking the CPE?

- Students with bachelor's or higher degree(s) from accredited institution of higher education.

Transfer students transferring 60 or more credits who are required to take CESL or CLIP in their first semester of enrollment at the college are exempt from taking the CPE, only, during that first semester, but must take it on subsequent regular administrations.

5. Temporary Provisional Admissions within CUNY.

Students are required to pass the CPE to graduate from a CUNY community college. However, from fall 2001 to summer 2003, senior colleges may provisionally admit transfer students from CUNY community colleges that have completed all graduation requirements except the CPE. These students must take the CPE in their first semester at a senior college.

6. Administration of the CPE.

The CPE is normally administered four times a year. Regular scheduled administrations are in October and March or April. Special administrations for graduating students are in January and July.

Appeals

Using existing CUNY guidelines Queens College has established the following appeals procedure. An effort was made to integrate CPE appeals into the existing College appeals mechanism to facilitate advisement and minimize confusion. Accordingly, the Undergraduate Scholastic Standards Committee (USSC) will accept and review appeals in the following categories. [CPE Appeal Form](#)

A. To take the CPE before the 45th credit is attempted

A student may appeal, in writing, to take the CPE earlier than the semester in which the 45th credit is attempted if:

- the student has passed or been exempted from the placement tests in reading and writing, or the student has earned a C or better in at least two writing or writing intensive courses, and
- the student can complete the 60th credit during the next semester.

B. To take the CPE with a low GPA.

A student whose grade point average is below 2.000 may appeal in writing to take the CPE if the student:

- has completed at least 45 credits, and
- has a grade of B or better in at least two writing or writing intensive courses.

Such appeals will not normally be considered if the student's GPA is below 1.900.

C. To postpone a required CPE.

Students seeking to postpone a required CPE must state, in writing, the reason for the request, provide documented evidence of the circumstances that will prevent them from taking the CPE on schedule and agree to take the CPE at the next administration. Only extenuating and serious circumstances will be considered.

D. To appeal a CPE forfeiture.

Students who do not take a scheduled administration of the CPE when required to do so forfeit that attempt. Students appealing forfeiture must:

- state in writing the reason for their absence and submit evidence of the circumstances that prevented their attendance, and
- agree to take the CPE at the next administration.

Students who miss a second administration may be barred from registering for classes until the CPE has been taken.

E. To appeal for a CPE retest after three failures

· Students who fail the CPE three times are dismissed from CUNY at the end of the semester in which the failed attempt was made. While the student is still enrolled in CUNY, an appeal for a fourth attempt may be considered if the student:

- has earned a grade of C or better in writing or writing intensive courses, and
- has a CPE score in the “high fail” range.

Permission, if granted, will normally be accompanied by a requirement that the student take a writing intensive course or have another intervention.

· Students who have been dismissed from CUNY after having failed the CPE three times may endeavor to return to CUNY by appealing for a fourth attempt. Such an appeal may be considered if the student presents:

- compelling evidence of additional intervention,
- successful completion of courses at another institution, or
- other evidence of improved proficiency.

To print a CPE Appeal form [CPE Appeal Form](#) it is available in the USSC Office, Frese Hall, room 201.

For additional information go to your respective [Advisement Center](#)

V. REGISTRATION

A. Credit Load.

An equated credit refers to the number of contact hours a course meets.

In general, matriculated students, not on academic probation, may register for a maximum number of equated credits as follows:

- 18 equated credits for each of the fall and spring semesters,
- 6 equated credits for summer session short.
- 9 equated credits for summer session long.

Matriculated students with at least sophomore standing, a minimum GPA of 3.00 and no temporary grades are permitted to register for a maximum of 21 equated credits, in the fall and spring semesters. No appeal to USSC is required.

Matriculated students who do not meet the above requirements may [request permission to register for additional credits](#), beyond the normal maximum, through the USSC. It is recommended that such application be made at least three business days before their scheduled time for registration to avoid delays when registering for classes.

Students who register for more than 18 equated credits in a regular semester will be charged a fee for Accelerated Study.

Non degree students are limited to a maximum of 11 equated credits in a regular semester.

Students on academic probation (first time, continuing, extended, Fresh Start and readmitted) are limited to a maximum of 13 equated credits in a regular semester.

B. Placement in Courses.

Students are responsible for their own placement or registration in courses, which should be appropriate to their level of preparation, and they should always consult the course descriptions in the current Undergraduate Bulletin with careful attention to course prerequisites and co-requisites, before registering for courses.

C. Overlapping Courses.

Students are not permitted to register for courses which overlap or meet at the same times.

D. Advisement.

It is strongly recommended that students consult with the [Advisement Centers](#) on campus, or academic department and program advisers, at least twice each semester and always before registration for classes.

VI. CREDITS EARNED AT OTHER COLLEGES

A. Transfer Credit.

1. The Undergraduate Admissions Office automatically evaluates all courses completed 1980 to the present at any of the following institutions: (list not inclusive).

All CUNY Colleges
Berkley College
College of Aeronautics

Adelphi University
Briarcliffe College
Devry

Fashion Institute of Technology	Hofstra University
LIU/CW Post	Nassau Community College
NYIT	Pace College
Plaza College	Rockland Community College
St. John's University	Suffolk Community College
SUNY-Albany	SUNY-Farmingdale
SUNY-Old Westbury	SUNY-Stony Brook
Technical Career Institute	Touro College
Westchester Community College	Yeshiva College

- Transfer credits from other United States institutions must be evaluated by the appropriate academic departments in order to determine Queens College course equivalencies, satisfaction of LASAR, the Primary College Competencies (formerly Basic and Advanced Skills), and the number of transfer credits to be applied to the major or minor.
- Students who wish to fulfill specific degree or major requirements should have their transfer credits evaluated as indicated above, otherwise these credits may be considered elective or blanket credits (credits that do not fulfill specific requirements). Please see the Transfer Student Guide and Program Planner for details.
- Credits transferred from non-U.S. institutions will be evaluated initially by the International Student Services Office, Student Union, 317, and then by the academic departments, as required.
- Students must return departmental evaluations for transferred credits to the Undergraduate Admissions Office, by the end of the sixth week of their first semester of enrollment at Queens College. The student should keep a copy of the transfer credit evaluation.

IMPORTANT: Any passing grade is acceptable for transfer from any CUNY college. The college may award credit for courses completed at other accredited, U. S. degree granting institutions only with a grade of C- or higher.

B. Permits for Study outside Queens College.

E-Permits

Enrolled Queens College students who plan to attend CUNY institutions of higher education (other than Queens College) at anytime, including summer/winter sessions, and have the credits and grades applied to their Queens College undergraduate transcript, must first obtain an [e-Permit](#).

Non-CUNY-Permits

Enrolled Queens College students who plan to attend a non CUNY institution of higher education at anytime, including summer/winter sessions and have the credits applied to their Queens College undergraduate degrees, must first obtain a permit from

the Office of the Registrar, Jefferson Hall 100. Grades from non CUNY institutions will not appear or be calculated into their Queens College cumulative GPA.

Study Abroad

Students considering study abroad must receive prior permission and clearance from the Queens College Study Abroad Office, Klapper Hall 312, 1-718-997-4608.

Only the respective academic departments may make the determination of course equivalencies for courses taken on permit.

****IMPORTANT PERMIT INFORMATION****

1. Students may not take courses to fulfill the Primary College Competency in Mathematics on permit.

2. Queens College WILL NOT approve retroactive permits.

To qualify for permit a student must meet each of the following conditions:

1. Be matriculated with a minimum Cumulative GPA of 2.00;
2. Have completed a minimum of 6 credits at Queens College;
3. Be currently attending Queens College or have been on a permit the preceding semester;
4. Be in at least the second semester of enrollment at Queens College.
4. It is the sole responsibility of the student to have their official transcript of their work, on permit, sent to the Office of the Registrar, Jefferson Hall, Room 100.

VII. GRADES AND GRADING POLICIES

A. Grades Assigned by Faculty.

1. Passing Grades. Passing grades assigned by faculty are A+ through D. There is no grade of D-. Grades of A+ appear on the student's record, but are counted as an A in the GPA.

IMPORTANT: A+ through F, once assigned, stand as final evaluations. These grades may not be raised later by additional assignments, testing or retaking of the course.

For a table of grade equivalencies, numerical values and instructions how to [calculate the GPA](#), see page 2, Grade Point Average Requirement.

2. Failing Grades. Failing grades assigned by faculty are F and WU.

a. F is assigned for work that, in the opinion of the instructor, does not deserve college credit. This grade is calculated in the GPA as zero (0) and has no credit.

b. WU is assigned when:

1. there is no record of the student attending the course, or

2. the student stops attending the course during the semester, or,

3. because of excessive absences, the instructor has no basis on which to give a final letter grade of A+ to F and the conditions for a grade of ABS or INC do not apply.

IMPORTANT: A grade of WU counts as an F in the GPA. The NC or R does not replace a WU in those cases which NC or R would replace an F.

3. Temporary Grades (Open Grades).

a. ABS (absent) is a temporary grade that an instructor may assign when a student, with a reasonable chance of passing the course, misses only the final examination and provides a valid reason for the absence, in the judgment of the instructor.

Students must notify the instructor or the instructor's department of this absence as soon as possible.

NOTE: The assignment of ABS is not automatic but is given at the discretion of the instructor.

1. If the instructor/department is not satisfied that the final exam was missed for good reason, an ABS grade may be denied for good reason, an ABS grade may be denied. In this case a grade for the course (failing or passing) may then be calculated without a final examination grade, and submitted.

2. The submission of a grade of ABS is an implied obligation on the part of the instructor to provide a make-up final exam for the student.

3. Instructors who do not intend to provide a make-up final exam should not submit an ABS, but should submit a grade calculated without the final examination grade.

4. In some cases, instructors may believe that an ABS grade is in order even though they will not be available to provide a make-up final exam. In such instances, instructors

may submit the grade of ABS if the department is willing to administer a make-up final exam the following semester, by the last day of final exams.

Students who receive a grade of ABS must request a make-up final exam and are responsible for making the necessary arrangements with the instructor/department.

A Make-up Examination form may be obtained in the Registrar's Office. This form must be completed and the \$15.00 fee paid, before the grade will be posted on the student's transcript.

b. INC (incomplete). The INC grade is not automatic. This grade must: be requested by the student and is given, at the discretion of the instructor, when

1. the student requests the grade, and
2. some of the course requirements (other than, but possibly including the final exam) have not been satisfied, for good and sufficient reason, as determined by the instructor, and
3. there is a reasonable expectation that the student will pass the course by submitting the outstanding course work by the end of the next regular semester (fall or spring).

NOTE: The submission of a grade of INC constitutes an agreement on the part of the instructor to receive and to grade the missing course requirements. Instructors who will not be available to receive outstanding course work during the following semester should not submit an INC grade. They should submit a grade based on the student's completed course work.

IMPORTANT: An instructor may refuse to assign the INC grade and may assign a grade based on the students completed work for the course.

B. Resolution of Temporary Grades.

Temporary grades do not affect the GPA for the semester in which they are assigned.

All students, whether in residence or not, may make-up temporary grades by taking make-up final exams or submitting other missing work, by the last day of final exams of the next regular semester (spring or fall).

If the temporary grade is not resolved by the last day of final exams in the following semester, it will be converted to a FAB or FIN. Once the grade of FAB or FIN has been assigned, students may not resolve these grades by submitting outstanding course work or by taking make-up final exams, and faculty may not receive late outstanding course work nor administer late make-up final examinations. The Registrar will reject grades submitted by faculty for courses assigned FAB or FIN.

IMPORTANT: A temporary grade cannot be resolved through a repetition of the course. If a student re-registers for a course already assigned a temporary grade this grade will be converted to an F and will remain on the transcript.

C. Extensions of Temporary Grades.

1. If, for serious reasons, students are unable to resolve a grade of ABS or INC on time (before the end of the next regular semester) they may request from the USSC [special permission to extend the time to make up the ABS or INC](#).

2. Such requests must be made no later than the last day of final exams of the semester following the assignment of the ABS or INC grade. The extenuating reasons and circumstances claimed by the student must be documented to the USSC.

a. For an **ABSENT** grade.

The student must present a letter from the instructor or departmental chair endorsing an extension and expressing a willingness to administer a make-up final examination.

b. For an **INCOMPLETE** grade.

The student must submit the [Extension of Incomplete/Reopen a FIN Grade form](#), which has been completed and assigned by the instructor. An extension beyond the one semester permitted for the resolution of an incomplete, if granted, may be for only one additional semester

3. Since denial of requests for extension of temporary grades is possible, students should be prepared to contact their instructor for last minute arrangements to resolve temporary grades before the last day of final exams of the semester following the one in which they received a temporary grade.

D. Temporary grades which have converted to F.

If ABS or INC grades are resolved on time but the Report of Change of Grade form is not submitted to the Registrar before the temporary grade converts to F (the last day of final exams).. The Registrar may accept the grade, provided that the instructor and departmental chairperson confirm, in writing, that the student submitted the completed work by the deadline (before the end of the final examination period in the regular semester following the assignment of the temporary grade).

E. Administrative Grades (not assigned by faculty).

1. FAB, FIN are assigned by the College when the temporary grades of ABS and INC are not resolved by the last day of final exams following the one in which they were assigned FAB and FIN count as an F in the calculation of the GPA.

2. FPN is assigned when the grade of PEN is not resolved by the last day of final exams of the following regular semester.

The FPN counts as F in the calculation of the GPA.

3. NC (no credit) is assigned when the instructor submits an F and:

a. the student has chosen the P/NC option for that course, within the applicable rules and

b. the student is a first semester student, or

c. the course in question may only be graded as Pass or No Credit.

NOTE: A student assigned NC does not receive credit for the course and this grade does not affect the GPA.

4. P (pass) is assigned in place of passing grades A+ to D when:

a. student chooses the P/NC option. [See Pass/No Credit Option](#). Or

b. P is the only passing grade in the particular course.

A student assigned P receives credit for the course but the GPA is not affected.

WARNING! Other COLLEGES & UNIVERSITIES may COUNT GRADES of "P" as "C" OR "D" and the "NC" AS "F." This RECALCULATION will LOWER your Queens College Cumulative GPA!

5. PEN (pending) is a temporary grade assigned by the College in cases in which an instructor for an individual student submits no grade. The PEN grade is no longer used.

6. R (repeat) is assigned in place of the instructor's F in courses classified as developmental, remedial or compensatory. The R grade is no longer used.

NOTE: A student assigned an R does not receive credit for the course and the R is not counted in the GPA. A course in which the grade of R is received should be repeated in the next semester.

7. W (withdrawn without penalty) is assigned when a student drops a course during the unevaluated withdrawal period or has been granted an official late course withdrawal by the USSC, and the instructor submits a passing evaluation. The W does not effect the GPA.

8. WA (withdrawn administrative) is assigned when a student is not in full compliance with the College's immunization requirements. The Office of the Vice-President for Student Affairs handles appeals of the grade of WA. The WA does not affect the GPA.

9. WF (withdrawn failing) is assigned by the USSC and the instructor submits a failing evaluation. The WF is counted as F in the calculation of the GPA.

10. Z (no grade submitted) is assigned when the instructor fails to turn in grades to the Registrar for the entire class or section.

This grade does not affect the GPA. Students who receive a Z on their grade report should contact the instructor or the department chairperson as soon as possible.

F. Freshman Grading.

1. First semester students are defined as:

a. full time students, during their first semester at Queens College, with less than 12 degree credits from any institution of higher education, or

b. part-time students, during that time when their first 12 credits are attempted at Queens College, with less than 12 credits from any institution of higher education, or

c. students who are accepted for the Fall semester and who attend the *immediately preceding* summer session the NC shall be recorded for the F grades received in the summer and the immediately following fall semesters.

2. Second semester students are defined as:

a. full time matriculated students during their second semester at Queens College, who have less than 12 credits from another institution of higher education, or

b. part-time students who have completed more than nine, but less than 18, credits, or

c. transfer students (matriculated), with more than 11, but less than 28 credits, from any institution of higher education, during their first semester at Queens College.

NOTE: summer session 1 and 2 do not count as semesters.

Second semester students have until the end of the fourteenth week of the fall and spring semesters or the next to the last day of summer session 1 and summer session 2 to choose the P/NC option.

G. Pass/No Credit Option.

WARNING! Other COLLEGES & UNIVERSITIES may COUNT GRADES of "P" as "C" OR "D" and the "NC" AS "F." This RECALCULATION will LOWER your GPA!

Under the Pass/No Credit option, letter grades, A+ through D are converted to P. The letter grade of F is converted to NC. The grades of P and NC have no effect on the GPA.

NC grades are assigned only when the instructor submits an F.

1. Students, other than first semester freshmen, may select one course each semester and one course in either summer session 1 or 2, for grading under the P/NC option. However,
2. No more than 21 credits of P/NC may be applied toward the baccalaureate degree. Courses in which P is the only passing grade do not count towards the 21 degree credit limit.

3. The following courses may not be taken under the P/NC option:

a. courses in a student's major department/concentration. Students who have already received a P in a course, which later becomes part of their major, may appeal to the USSC to have the P replaced with the grade originally submitted by the instructor.

b. ACE and LEAP Seminar courses, SEEK courses and courses used to satisfy the general graduation requirements for composition (writing intensive) and mathematics.

4. Instructors may not themselves submit a grade of P, except in those courses where the grade of P is the only legal passing grade.

5. If a student does not attend the course or if, as a result of excessive absences, the instructor has no basis on which to give a final letter grade, the grade of WU may be assigned.

NOTE: The WU will not be converted to NC and counts as an F in the calculation of the GPA.

6. Selecting the P/NC option.

a. Students must select the P/NC option via E-sims at: www.qc.edu/reg by the eighth week of the fall or spring semester or by the end of the second week of summer session 1 or 2.

b. The current [Telephone Registration Guide and Schedule of Classes](#) contains detailed instructions and the exact deadlines for selecting the P/NC Option, for the regular semesters and summer sessions.

7. Changing the P/NC selection.

a. Students may revoke their choice of the P/NC option via the Queens College telephone system or www.qc.edu/reg anytime before the deadline for electing the P/NC option.

IMPORTANT: At the deadline, the P/NC option selection becomes final and may not be chosen or appealed changed or revoked.

NOTE: Instructors do not know that students have chosen the P/NC option for a particular course, unless students tell them.

H. Repeating Courses

There are courses, identified in the Undergraduate Bulletin, which may be repeated for credit. Each grade recorded in such courses is counted in a student's GPA.

I. Grade Replacement Policy.

This grade replacement policy applies to courses taken fall 1984 or later and repeated fall 1991 or later.

When a student repeats a course because of previous failure in it or because of a wish to improve the grade, the previous grade(s) will remain on the transcript but only the most recent grade and credit will be computed in the GPA.

Beginning in the fall 1995 semester, a maximum of 16 credits may be deleted from students GPA by the application of the Grade Replacement Policy.

Grades of ABS and INC may not be removed from the transcript through repetition of the course. If students repeat courses in which they have a grade of ABS or INC, these grades will be converted to FAB or FIN and will remain on the transcript. However, the FAB or FIN will be deleted from the GPA, under the Grade Replacement Policy. See [FAB and FIN](#).

J. Change of Grades.

A faculty member may change a previously submitted grade only by submitting the Report of Change of Grade Form with their written endorsement and the approval of the departmental chairperson.

The faculty member's written endorsement must include the faculty member's justification for such a change in grade and the acknowledgment that the faculty member is aware of University policy in this matter.

K. Appeals of Grade.

Only the instructor can change an assigned grade. A student, who wishes to appeal their grade directly to a member of the faculty, shall have a one year period from the date the grade was initially entered on their record to make such an appeal.

After the one year period, a student must first petition the USSC and provide a sufficient reason as to why the grade was not appealed within the one year period.

If the USSC finds that there was sufficient reason for the delay, it shall refer the student to the faculty member who will then determine if any change of grade is warranted.

If the USSC finds no sufficient reason for the delay, the grade appeal will be considered denied.

The USSC's role in appeals of grades is solely of mediation or recommendation. To this end, this Committee has established the following procedures for student appeals of submitted grades:

1. The student must first discuss the grade with the instructor.
2. If dissatisfied with the instructor's explanation, the student must discuss the matter with the departmental chair or program director.
3. If the matter is still not resolved, the student must take it to the Divisional Dean.
4. Only after steps 1 through 3 have been followed will the USSC accept a formal student appeal of a submitted grade. The student must document as fully as possible that each of steps 1-3 have been followed.

If allegations of cheating or plagiarism are involved in an appeal of grade, these allegations will be referred to the Vice President for Student Affairs prior to consideration of the appeal by the USSC.

If the USSC finds evidence of a grading irregularity, it will forward its non-binding recommendation to the Office of the Provost.

L. Review of Final Examinations.

Instructors must retain final examinations for at least one year after the submission of the earned or assigned grade. CUNY Retention Time for Selected Department Records, 1993.

Students have the right to review these materials provided they request such a review within one year following the grading of the course work and final examination.

M. Attendance.

By registration in a course, students assume the obligation to be aware of and to fulfill all requirements set for that course by its instructor. These requirements include participation in class discussions, drills, exercises, laboratory sessions, and field trips, the

preparation and presentation of papers and reports, and the taking of quizzes and examinations.

Should absence from classes prevent full participation in the requirements set for the course, the final grade in the course may reflect these circumstances, although absence in itself shall not affect a student's grade.

Students, as a normal courtesy, are expected to inform the instructor in person or writing of prolonged absence or official withdrawal from a course.

VIII. DISCONTINUING COURSES

A. Dropping Courses. (Weeks 1-3)

1. During the first three weeks of the fall and spring semesters and the first week of summer sessions 1 and 2, students may drop a course via Queens College's telephone system (1-718-606-1100).

See the current [Telephone Registration Guide and Schedule of Classes](#) for exact dates and times.

2. This action is considered a program adjustment and the course or courses will not appear on the permanent record. Billing will be adjusted in accordance with the University policy on tuition refund.

B. Withdrawal From Course(s). (Weeks 4-8)

1. Students may withdraw from a course(s) beginning with the fourth week and up to the end of the eighth week of the fall or spring semesters, via Esims.

2. For Summer Short & Long sessions refer to Summer School Bulletin. The current Summer Session Bulletin contains the exact dates and instructions for withdrawal from a course.

IMPORTANT: During the above withdrawal periods, no evaluation by faculty is required. A grade of W will appear on the student's official record and a refund will be made in accordance with CUNY Policy on tuition refunds.

C. Late Withdrawal Requiring Approval by the USSC. (Weeks 9 through the last day of classes)

[Current Course Withdrawal Form](#)

1. During the following periods, requests for a course withdrawal must be made to the USSC:

- a. fall and spring semesters, after the eighth week;

- b. summer session short, after the first week;
- c. summer session long , after the third week.

2. A late course withdrawal may be approved by the USSC only for the most extenuating and urgent reasons which must be documented. The [Course Evaluation Form](#) must be completed by respective faculty member.

IMPORTANT: Faculty members may neither grant nor refuse a student permission to withdraw from a course. Only the USSC can assign a grade of W or WF.

The expectation of a low or failing grade, missing the eighth week deadline or receiving a midterm grade after the eighth week deadline are NOT considered grounds for requesting a late course withdrawal. This is only a partial list of insufficient reasons that will not be considered by the USSC. Only documented reasons that DIRECTLY effect a student's ability to continue in a course or courses will be considered by the USSC.

3. Students seeking permission for a late course withdrawal must:

- a. obtain clear and dated documentation of the reasons for requesting a withdrawal;
- b. submit the relevant documents to the office of the USSC along with your request (forms). Confidential documentation should be in a sealed envelope marked "confidential" and students are advised to keep copies, as documentation may not be returned to them.
- c. complete the [Current Course Withdrawal Form](#) requesting permission for a course withdrawal
- d. take the [Course Evaluation Form](#) to the faculty member for an evaluation of your performance and attendance in the course up to the time of your request to withdraw;
- e. submit all forms and your documentation to the USSC Office, Frese Hall 201. You will receive the USSC's decision by email.

IMPORTANT: Students awaiting a decision on their requests for late course withdrawal should continue attending class (es), as denial of the request is possible.

3. If the USSC grants permission to withdraw

- a. and the instructor's evaluation is "passing," the grade of "W" will be entered on the student's permanent record. The "W" does not influence the GPA.

b. and the instructor's evaluation is "failing," the grade of WF (withdrawn failing) will be recorded. This counts as an F in the GPA.

In the event of unusually compelling circumstances the USSC may, after consultation with the instructor, determine that a non penalty "W" grade is in order, despite the faculty evaluation as failing. In such instances, faculty will be informed by the USSC of approved course withdrawals.

Students granted permission for late course withdrawals are not entitled to receive a tuition refund.

D. Timing of Late Withdrawal Requests.

1. During the fall and spring semesters, student requests for withdrawals will be considered through the last day of regularly scheduled classes.

2. During summer session 1 and 2, student may request permission to withdraw from the second day up to and including the last day of regularly scheduled classes.

IMPORTANT: students requesting a late course withdrawal on the last day of classes must complete all of the procedures above, C3 a-e, by closing time of the USSC office on the last day of classes.

E. Leave of Absence (withdrawal from all courses). (Week 9 through last day of classes)

1. A leave of absence is a withdrawal from all courses in which the student is currently registered.

2. A leave of absence may be requested beginning with the fourth week and continuing through the end of the fourteenth week of the fall and spring semesters. Students may request a leave of absence from the Counseling and Resource Center, Frese Hall, 1st floor reception area.

IMPORTANT: Students who drop all their courses before the fourth week of a regular semester are considered inactive and must apply for reentry if they wish to continue their enrollment in the following or any subsequent semester.

3. During summer sessions short & long, a leave of absence is not allowed. Dropping of all courses is considered a withdrawal.

4. Upon approval of a leave of absence, non penalty grades of "W" will be entered in the student record for all courses in which the student is currently registered.

5. Before permission may be given for a leave of absence, the student must have an exit interview with a professional member of the Counseling and Resource Center.

6. Students granted a leave of absence may register for the next semester without filing a readmission application.

7. Students on probation (extended, readmitted and Fresh Start) may request a leave of absence in the same manner as other students. For these students, a leave of absence will result in them being placed on extended probation for the next semester attendance or reentry. **EXCEPTION:** Continuing Probation students must remain separated from the college for one semester (fall) and will be permitted to reenter the college the following spring semester on extended probation by filing their reentry application by the established deadline dates. No appeal is required.

8. Students who do not register (become inactive) for the next regular semester following their leave of absence, must file a readmission application by the reentry filing deadline dates. [See reentry filing deadline dates](#)

F. Second or Subsequent Leave of Absence. [Special Request Form](#)

1. Students who have had a prior leave of absence (withdrawal from all classes in a given semester) and wish to withdraw from all of their courses should make this appeal to the USSC Office, Frese Hall, 201.

2. After the eighth week of the fall and spring semester, students must submit documentation and may be required to obtain the instructor's evaluation for each course, before a second or subsequent leave of absence may be considered.

G. Retroactive Withdrawals.

1. Retroactive withdrawals are student requests to withdraw from a course or courses after the semester has officially ended or the last day of classes of the fall/spring semester.

2. Such requests are handled by the USSC in essentially the same manner as course withdrawals.

3. Students must complete the appropriate forms [Retroactive Course Withdrawal Form](#), and provide documentation which confirms the circumstances that prevented the student from completing the course and/or withdrawing from the course within the time limits established by the College. Only the most compelling, extenuating and well documented circumstances will be considered by the USSC.

4. Requests for retroactive withdrawals may be considered only for courses graded ABS, INC, FAB, FIN, PEN, WU and Z grades.

5. Retroactive withdrawals may not be considered for courses that are assigned academic evaluations, grades A+ through F, P, NC or R.

NOTE: Retroactive withdrawals may not be utilized simply as a means to "clean up" an academic record, to raise a student's GPA for honors, graduate/professional schools or readmission.

IX. RETENTION, PROBATION AND DISMISSAL

A. Retention Standards.

1. Retention is based on a student's Cumulative GPA.
2. At the end of each regular (fall and spring) semester, registered students must meet the following required GPA or be placed on academic probation:

Credits Attempted	Required Cumulative GPA
0 - 12	1.50
13 -24	1.75
25 and more	2.00

3. Credits attempted are the total number of credits in all courses taken at Queens College.
4. For the purposes of retention, the Cumulative GPA is based only on course work done at Queens College.
5. Grades of ABS, INC, PEN, R, NC, P, W, WA, and Z, do not count in the GPA but do count toward the total number of credits attempted.

B. Probation.

1. Students who, at the end of the spring or fall semester, do not meet Retention Standards, above, will be placed on academic probation for one semester.
2. Students who do not register (become inactive) for their first semester on probation must apply for reentry if they wish to continue to register for classes at Queens College.
3. Grades earned in summer sessions and grade changes, such as the conversion of temporary grades, do not immediately affect the student's probationary status, which is reassessed only at the end of each regular semester, in January and June.
NOTE: A student whose Cumulative GPA has been brought up to Retention Standards, due to grade changes and/or summer session grades, should file an appeal with the USSC to be removed from academic probation.

4. EXTENDED PROBATION*

a. A student whose Cumulative GPA fails to meet the Retention Standards but who, during their probationary semester earned a semester GPA of 2.25 or higher and received no grades of ABS, INC, PEN, WF or WU, will be placed on extended probation.

b. If a W grade is received for all classes during a probationary semester, the student will be placed on extended probation for their next semester.

c. A student whose cumulative GPA has risen to meet the Retention Standards during the extended probationary semester will be removed from probation, at the end of that semester.

5. CONTINUING PROBATION.*

a. A student, on probation, whose Cumulative GPA has not risen to meet the Retention Standards by the end of the fall semester and is registered for the immediately following spring semester, will be placed on continuing probation for that same semester.

b. A student on continuing probation who does not register, or who drops all of their courses before the end of the third of the spring semester, will be academically dismissed from Queens College.

c. A student whose Cumulative GPA has risen to meet the Retention Standards will be removed from continuing probation at the end of the spring semester.

* Students on academic probation may only register for a maximum of 13 equated credits. Since students usually register for the next semester before grades are submitted and new GPA's computed, they may already be registered for more than 13 equated credits before being placed on probation. In such cases, students must drop enough courses to bring their credit load down to 13 or less equated credits.

Students on academic probation will maintain their eligibility for federal financial aid. However, the New York State Government requires that all students, who have received state grants for two years or more, must have at least a 2.000 GPA to continue to receive grant assistance from the state.

C. Appeals of Dismissal.

1. Academic dismissal.

Students who have been academically dismissed have the right to appeal to the USSC for reinstatement on extended probation. A letter of academic dismissal including an [appeal form](#) will be mailed. The appeal form must be submitted documentation to the USSC Office by the deadline date indicated on the appeal form.

- a. Appeal approved.

Students, whose appeals are approved, following the spring semester will be placed on extended probation for the immediately following fall semester, and must adhere to any conditions the USSC may impose in addition to the rules governing extended probationary students.

- b. Appeal denied.

Students whose appeals are denied or who do not wish to file an appeal must remain out of Queens College for at least one full academic year for their first dismissal without reinstatement. Degree students may not have more than one dismissal without reinstatement.

2. Effect of summer session grades on dismissals.

- a. Academic dismissal.

Summer grades may not be considered.

D. Failure to pass the CPE after three attempts.

Students who receive both an academic and CPE dismissal may file a combined appeal form. Click here for [CPE Appeal Form](#)

E. Failure to pass the CUNY ACT Test.

Students enrolled before fall 2000, who fail to pass all parts of the CUNY ACT Tests by their 60 credit, will not be permitted to continue their registration, at Queens College. Students in this category may file an appeal with the USSC.

- a. Appeal approved.

Students whose appeals are approved will be permitted to continue their registration (enrollment), at Queens College for one additional semester, subject the conditions imposed by the USSC and The Academic Support Laboratory. A second extension may not be permissible.

- b. Appeal denied.

Students whose appeals are denied, or who do not choose to submit an appeal, and wish to reenter Queens College, must retake and pass the failed part(s) of the CUNY ACT Test. This may be accomplished AFTER enrollment and the satisfactory completion of the College's Immersion Program, or AFTER the successful completion of a course approved by the Office of Academic Support Services Kiely Hall 227 or by the Department of Mathematics, Kiely Hall 237 (for Math. courses only).

These students may retake failed part of test and if successful may be permitted to register for classes in the following semester, subject to registration schedule and retention standards.

3. Notification of action taken on appeals of dismissals.

Students will be notified, by mail, of all USSC decisions.

A student whose appeal is denied may resubmit another appeal to the USSC, only, if accompanied with new documentation, which was not included with the original appeal.

X. REENTRY TO THE COLLEGE

A. Inactive Students.

1. Students who do not register for either the fall or spring semester are considered to be inactive. Such students need no special permission to discontinue their studies and need not request a leave of absence.

2. Inactive students who wish to reenter the College must apply for readmission. Applications for readmission are available at the Undergraduate Admissions Center, Main Lobby, Jefferson Hall. <http://www.qc.edu/admissions/readmission.php>

B. Students Who Become Inactive While on Academic Probation.

1. Students who become inactive while on academic probation for the first time may apply for reentry at any time.

2. Students on continuing probation who do not register for the spring semester will be academically dismissed during that semester. They must remain inactive for one year, before applying to reenter the College and submitting an appeal to the Committee on Admissions and Reentry Standards (CARS). Under extenuating circumstances a student may appeal for reentry for the following fall semester. The reentry application and appeal must be filed by April 15.

All students in the above categories who are granted reentry will be subject to the conditions of extended probation.

C. Students Who Have Been Academically Dismissed More Than Once.

Students who have been academically dismissed two or more times, without reinstatement, may be considered for readmission under the Fresh Start Program.

1. To be considered for the Fresh Start Program, students must:

imposed at the discretion of the faculty member. These may include, but are not limited to, an F on the paper, examination or course, or the requirement to rewrite the paper or retake the examination. The Office of the Vice President for Student Affairs, Frese Hall 101, may be notified, in which case a record of the incident will be maintained for the duration of the student's enrollment at the College.

If the student denies the charge(s) and the faculty member believes there is sufficient evidence to pursue the matter, formal charges may be filed with the Office of the Vice President for Student Affairs for penalties beyond the grade in the course.

Students found guilty of any form of academic dishonesty are subject to discipline, including, but not limited to, failure in the course and suspension or dismissal from the College.

It should be noted that the buying and selling of term papers is expressly forbidden under the provisions of the New York State Education Law. Therefore, those found guilty of this offense are subject to both disciplinary action at the College and (subsequent) criminal action.

XII. STUDENT APPEALS AND REQUESTS

Student appeals related to academic matters are handled by the USSC.

All relevant forms for student appeals and requests may be obtained at the Office of the USSC or downloaded and printed from the USSC web site <http://qcpages.qc.edu/USSC/>.

Students whose appeals are denied may resubmit their case to the USSC only if there is new documentation, which was not included in the original appeal or request.

Any further review will be considered only after a request in writing to the Faculty Chair of the USSC, who, in consultation with the Executive Officer and other USSC members, will determine whether the denial was in accordance with established Board of Trustees, College, Academic Senate and USSC policies.

If the Faculty Chairperson of the USSC determines that further review is in order, the student's appeal will be submitted to the full committee or to a subcommittee for review.

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