



OFFICE OF THE REGISTRAR

Grade Change Request Form

1637 Bedford Avenue, Suite 107

Phone: 718-270-6040

[Cuny Uniform Grade Glossary, Policies, and Guidelines \(Effective Fall 2024. Published- June 1, 2024\)](#)

[HTTPS://MEC.CATALOG.CUNY.EDU/ACADEMIC-REQUIREMENTS-REGULATIONS-POLICIES/GRADING-SYSTEM-AND-GRADING-POLICIES](https://mec.catalog.cuny.edu/academic-requirements-regulations-policies/grading-system-and-grading-policies)

CUNYWIDE CHANGE OF GRADE POLICY & PROCESS EFFECTIVE FALL 2021 (still operative in the revised Fall 2024 policy)

The purpose of this policy is to establish guidelines for change of grade and associated deadline and thereby facilitating timely progress to degree completion and compliance with financial aid requirements that all courses taken contribute to degree completion. This policy is intended to reflect the University's commitment to the student success goals and the requirements of New York State's Regulations of the Commissioner of Education.

Application for a change of grade, assigned by a member of the faculty, may be made at any time **within one year from the end of the semester in which the course was taken**. Either the student may make this request to their respective instructor or the instructor may initiate the request. The procedures outlined below applies to the change of passing **letter grades, PEN, F, FIN, or a WU. Grades cannot be changed once a student has graduated and their academic record is closed.**

Change of Final Grade

- Faculty members who initiate such a change must file a **Change of Grade Form** (paper or secure online form), including the reason for the change, follow campus changes of grade approval process, and forward the completed form to the Office of the Registrar, who will process the change and notify the student and faculty.
- **Undergraduate** grade change request **over one academic year** requires the approval of the Grade Appeals Committee (or campus equivalent.)
- **Graduate** change of grades **over one academic year** requires the approval of the Dean of Graduate Studies (or campus equivalent.)

Change of INC to Administrative FIN

- Campus Registrar assigns the grade of FIN when an INC (Incomplete) remains unresolved at the **end of the semester following the semester in which the course was taken** (exclusive of Summer Term.)
- The student or the instructor may appeal this administrative action. Graduate Students who receive an Incomplete (INC grade) must fulfill their academic obligation **within one calendar year (or earlier campus deadline)** of the end of the semester in which the grade of Incomplete is given.
- Incompletes unresolved in the above-mentioned time-period will become FIN in students' records and may not be changed thereafter unless petitioned to the College's ASRC Committee.

Change of PEN to Final Letter Grade

- The "PEN" grade is a temporary grade awarded when the disposition of the final grade requires further evaluation and when the absent or incomplete grades are 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. Final determination of a grade will depend on final evaluation by the instructor or the outcome of the college's academic review process. PEN grade must be resolved to letter grade by the **end of the semester following the semester in which the course was taken.**



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Email: mectranscripts@mec.cuny.edu

Instructions: Complete all required sections and return this form to the Office of the Registrar, mectranscripts@mec.cuny.edu, for processing.

Academic School:			
Academic Department:			
Instructor's Name:			
Academic Department Chair's Name:			
Student Information			
Student Emplid:	Last Name:	First Name:	MI:
Course Information	Subject and Course No.:	Section:	Class No.:
Course Title:			
Grade Change From:	Grade Change To:	Credits:	Semester and Year:
Reason for Change:			
Instructor's Signature:			Date:
Academic Department Chair's Signature:			Date:
Academic School Dean's Signature:			Date:
Academic Department ASRC Chair's Signature: Required for grade changing from one letter to another or FIN to a passing letter grade.			Date:
College's ASRC Chair's Signature: Required for grade changes beyond one academic year.			Date:

NO ENTRY BELOW THIS LINE - OFFICE OF THE REGISTRAR USE ONLY

Completed By: _____

Date: _____