

**LEHMAN COLLEGE  
OF THE  
CITY UNIVERSITY OF NEW YORK**

**DIVISION OF ENROLLMENT MANAGEMENT**

**POLICY CHANGE**

1. **Type of Change:** Change to Change of Grade Policy

2. **From:** Change of Grade Process

The purpose of this memorandum 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 or the instructor may make this request according to campus procedure. The procedures outlined below apply to the change of passing letter grades, PEN, F, FIN, 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.

Grade change request over one academic year requires approval as defined by the campus.

**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.)

Incompletes unresolved in the above-mentioned time period will become FIN in students' record.

1. The student or the instructor may appeal this administrative action or request for an extension as defined by campus.
2. Appeals, if permitted by the campus, must be filed within thirty calendar days of FIN grade assignment in CUNYfirst (excluding faculty annual leave period).

#### 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.

#### Student Final Grade Appeal for grades other than INC, FIN, PEN

Students are strongly encouraged to first communicate with the professor of the course. If that conversation does not remedy the situation, or if students choose to not follow that route, then students who think that a final grade was issued erroneously may file a grade appeal using campus appeal process and deadline.

#### 3. To: Change of Grade Process

The purpose of this memorandum 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. The change of grade process applies only to grade changes made on the grounds of clerical, computer or professional errors. For a dispute of the way submitted coursework was graded, see [Departmental Grade Appeals](#). Either the student or the instructor may make this request according to campus procedure. The procedures outlined below apply to the change of passing letter grades, PEN, F, FIN, 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.

Grade change request over one academic year requires approval as defined by the campus. Lehman College has determined that such requests shall be reviewed by the departmental P&B committee.

#### 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.)

Incompletes unresolved in the above-mentioned time period will become FIN in students' record.

1. The student or the instructor may appeal this administrative action or request for an extension as defined by campus.
2. Appeals, if permitted by the campus, must be filed within thirty calendar days of FIN grade assignment in CUNYfirst (excluding faculty annual leave period).

#### 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.

#### Student Final Grade Appeal for grades other than INC, FIN, PEN

Students are strongly encouraged to first communicate with the professor of the course. If that conversation does not remedy the situation, or if students choose to not follow that route, then students who think that a final grade was issued erroneously may file a grade appeal using campus appeal process and deadline. See [Departmental Grade Appeals](#).

#### **4. Rationale (Explain how this change will impact learning outcomes of the department and Major/Program):**

The proposed edits seek to further clarify policy and eliminate potential points of confusion. The edits seek to clearly delineate the differences between a Change of Grade and a Departmental Grade Appeal.

5. **Date of departmental approval:** Approved by CAEAS on 4/20/26.