

## PEN Grade Assignment Form

The PEN Grade Assignment Form is used to assign a PEN (Pending) grade to an active Queens College student for a course in their current semester of attendance. The PEN grade is a temporary grade assigned to a student used to facilitate the implementation of the Procedures for Imposition of Sanctions, whereby the College must hold a student's grade in abeyance pending the outcome of the academic review process.

Submit this form using your CUNYfirst login to: [support.qc.cuny.edu](http://support.qc.cuny.edu).

Contact the QC Hub for any questions or concerns related to this form.

### STUDENT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

CUNY ID#: \_\_\_\_\_

### CLASS INFORMATION

Course: \_\_\_\_\_

Class Number: \_\_\_\_\_ Semester: \_\_\_\_\_

### FACULTY AUTHORIZATION

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_