Attendance Verification Record

Three-Week Report
A 3-week attendance report should be picked up in the Office of Continuing Education on the day the class begins. The report can be faxed or e-mailed to you by request. This will allow for all students who register late to be on the attendance sheet. Attendance at the first three sessions of a class must be recorded on the Attendance Verification Report and returned promptly to the Office of Continuing Education.

Should you find a student present whose name does not appear on a roster, the student should provide proof of registration. If no proof (receipt showing complete registration and payment) is provided, please direct student to the Office. If proof is provided, please add students name and request an updated attendance sheet to be mailed, faxed or e-mailed to you. Under no circumstance is a student allowed to attend class without proof of registration.

This report provides necessary data for CUNY statistics and will determine a student’s eligibility for a refund if requested.

Students are not allowed to transfer from one course to another without informing the Office (courses have different fees and some courses may be closed). If a student shows up and informs you that he/she has transferred into your class, the student must have proof (receipt).

Attendance must be taken every session. This is very important since students often need proof of attendance (for example for their jobs, vouchers, etc.). Some students also request refunds and without accurate attendance we cannot determine if they are entitled to this.

After the 3rd session the 3-week attendance report should be submitted to the Office and a final attendance/grade report will be given to you. The final attendance report includes the names of all students officially registered for the class.

Final Attendance/Grade Report
Students enrolled in Certificate Programs are expected to attend a minimum of 80% of scheduled classes in each course, and obtain an overall average grade of “B” in order to qualify for the certificate.

Attendance for all sessions is to be recorded on the Attendance/Grade Report and promptly returned to Maryann Drago-Dowling, Office of Continuing Education, Carman Hall 128, fax 718-960-8727 or e-mail maryann.drago-dowling@lehman.cuny.edu at the conclusion of the semester. It is essential that the information recorded is accurate, as it becomes part of the final grade.

Grades and Final Examinations/Projects
Final Examinations and/or projects are required for all professional certificate courses. Students who miss their final exam receive a grade of “INC” for the exam and the course and are not generally entitled to a make-up exam unless there are documented reasons.
Make-up exams should take place within a 2-week period from the ending date of the course. Make-up exams may be arranged with Maryann Drago-Dowling by contacting her at 718-960-8077 or email maryann.drago-dowling@lehman.cuny.edu.

**Letter grades** (see below for grade scale) must be given for all professional certificate classes with the exception of Health Information Technology and Real Estate Licensure classes for which numerical grades are required.

### GRADE SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97 – 100</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>93 – 96</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>90 – 92</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>85 – 89</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>80 – 84</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>77 – 79</td>
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</tr>
<tr>
<td>C+</td>
<td>74 – 76</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>70 – 73</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>66 – 69</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>60 – 65</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>55 – 59</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>54 or lower</td>
<td></td>
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</tbody>
</table>

**ESL, GED, Personal Development and children’s classes** (except swimming) should use the following scale: Excellent Progress = E, Good Progress = G, Satisfactory Progress = S, Minimal Progress = MP, and No Progress = NP. A grade of U/W can be used for students who stop attending after the first class. For children’s swimming classes: I = register for YPA32: Swimming I; II = register for YPA38 Swimming II; III = register for YPA36: Swimming III; PT1 = register for YPA101: Pre-Team I; PTII = register for YPA102: Pre-Team II; PTIII: register for Pre-Team III.

Final Grade reports must be returned within one week after the last class meeting, to Maryann Drago-Dowling, Office of Continuing Education, Carman Hall 128 or FAX to 718-960-8727 or email maryann.drago-dowling@lehman.cuny.edu. Under no circumstances are instructors to release grades. It is the policy of the Office of Continuing Education to mail grade reports to students each semester. **Exception:** Grades are withheld from students with outstanding balances due the College. Instructors may also enter attendance and grades online at www.lehman.edu/ce.

In order to change grade once a grade has been submitted and sent to a student, a **change of grade** form must be used. This form must be filled out completely with all required information and returned to the Office. The form can be brought to the office, faxed, or mailed.
CHANGE OF GRADE FORM
Please print and complete form

Please change the following grade for __________________________________________
Name of student

Course __________________________

Semester (please check one)
FA  SP  SU

YEAR

Grade changed from ________ to ________

Reason for change ____________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Print Name __________________________

Signature _________________________ Date ________