

Faculty Tip Sheet: The PEN grade, and how it works.

PEN is a temporary course grade used when an official academic integrity case review is in progress. The PEN grade remains in place until the academic integrity issue has been resolved, and is then replaced with the appropriate final grade. A PEN grade is required under any or all of the following conditions:

- To prevent the student's withdrawal from the class in question during an ongoing Academic Integrity case review
- When an ongoing Academic Integrity case review cannot be concluded prior to the semester's final grade submission deadline.
- When an official academic integrity case review is referred by the Academic Integrity Officer for disciplinary sanction by the College.

Implications of the PEN grade: A PEN indicates that the student has neither passed nor failed the course; the final grade is pending the outcome of the academic integrity case review in progress. The PEN grade does not block future course registration or attendance with the following exceptions:

- The student cannot withdraw (W) from the course while the PEN grade is in place.
- The student cannot retake the course while the PEN is in place.
- The student cannot take any other course where the course is a prerequisite while the PEN is in place.
- The student's application for final degree conferral cannot be processed while the PEN is in place.
- A discontinued student cannot be reenrolled until the PEN has been resolved.

Imposing the PEN grade: The Academic Integrity Officer (AIO) submits a PEN imposition request to the Registrar on the instructor's behalf. Instructors cannot request PEN grades directly from the Registrar, a filed Allegation of Violation report must be on file for the PEN imposition to be processed

1. The instructor checks the "PEN grade required, YES" box on the official Allegation of Violation report form. An email request to the AIO is accepted if the report is already on file.
2. The AIO sends a PEN imposition request to the Associate Registrar on behalf of the instructor.
3. The Associate Registrar manually inputs the temporary PEN course grade into the student's record.

Removing the PEN grade: Once the academic integrity case review is completed, and the AIO has provided official findings and recommendations, the instructor has everything needed to determine the final assignment and course grades. At that point, the PEN grade can be replaced with the final course grade determined by the instructor. PEN grades should always be addressed ASAP after findings have been provided by the AIO.

1. The instructor e-mails the student and AIO to confirm what grades have been determined.
2. The AIO submits the PEN removal/Change of Grade request to the Associate Registrar on behalf of the instructor, copying the instructor, student and Department Chair.
3. The Department Chair replies to all confirming approval of the final grade.
4. The Associate Registrar oversees the replacement of the PEN grade with the approved final course grade.