

## ATTENTION

- Grade appeals will not be accepted more than 30 days after grade reports are mailed by the Office of the Registrar. If more than 30 days have passed, this form will be returned to you.
- Grades are generally within the discretion of the instructor teaching a course. The grade appeal process is not a forum to debate the instructor's opinion of your performance. For instance, a claim that you simply believe you are deserving of a higher grade than what you received is generally not sufficient grounds for an appeal.
- Examples of legitimate grounds for grade appeals would be:
  - The professor made a clerical error or mistake of fact in assigning the grade;
  - The professor acted improperly or assigned the grade because of an improper motivation; or
  - The grade is based upon standards that are significant, unannounced and unreasonable departures from those articulated in the course description distributed at the beginning of the course.
- You must state ALL of the grounds for your appeal on this form.
- You should be aware that your appeal may be decided solely on the evidence you present in this written appeal.
  - If the written appeal does not raise a material issue of fact that could justify a grade change, your appeal will be dismissed. A meeting will be scheduled between the dean or dean's representative and the student only if the written appeal raises a material issue of fact that could justify a grade change.
- You will not be permitted to file a second form for the same class, or to raise additional grounds for your appeal that are not listed on this form.
- The instructor who issued the grade must sign the form acknowledging that you have discussed the issue and were unable to resolve the dispute. In the event you are unable to contact the instructor, you should attach documentation of your efforts to reach him or her (e.g. a copy of an email requesting a meeting). If you have not made adequate efforts to speak with the instructor, your appeal form will be returned to you to. If you are still unable to resolve the issue with the instructor, you may update the form by describing your efforts and resubmit it.

**GRADE APPEAL FORM**

This form must be completed and submitted with proper documentation after the student has spoken with the instructor about his or her grade. The appropriate dean of the school must receive it within 30 days of the mailing of the grade from the Office of the Registrar. Supporting documentation must include sufficient evidence of academic performance commensurate with the desired grade.

**Student Information - Please Print**

Date Submitted: \_\_\_\_\_ Student ID # \_\_\_\_\_

Name (last, first, mi): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home and Work Phone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Student description as to why grade is not accurate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Use additional paper if necessary.

***Student Must Attach supporting documentation.***

**Faculty Signature:** \_\_\_\_\_

By signing above, I acknowledge that I have met with this student regarding his or her grade, and am unwilling to change the grade as requested by the student.

**For Dean's Office Use Only:**

Date Submitted: \_\_\_\_\_ Dean/Office Name: \_\_\_\_\_

Follow Grade Appeal Procedure in Student Handbook. Attach copies of all pertinent documentation (student, instructor, review committee, final decision) and retain in appropriate file. Follow MCNY grade change procedure if appeal is granted.