**STUDENT COURSE GRADE APPEAL FORM**

**Senate Academic Standards Committee**

Students have the right to appeal a grade when they believe that the grade was based on factors other than the student's academic performance in the course. Please read the Course Grade Appeal Procedure, which is available online, before completing this form: [**Grade Appeals**](https://www.hostos.cuny.edu/Administrative-Offices/SDEM/Student-Life/Academic-Standards-and-Appeals/Grade-Appeals).

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

Student Empl ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please state the basis for your grade appeal. Be as specific as you can. Attach another sheet if necessary. You should also attach all additional documentation as specified in the Course Grade Appeal policy.

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**Grade Appeals -** Students have the right to appeal a grade when they believe that the grade was based on factors other than the student's academic performance in the course. The process for filing a grade appeal is as follows:

1. You should speak with your professor to resolve the dispute informally.

Have you spoken with your instructor in hopes of resolving this dispute informally? If not, why?

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1. If the dispute cannot be resolved informally, you should present written proof or justification to your professor that you deserve a grade change.

Have you presented written proof or justification to your instructor that you deserve a grade change? If not, why?

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1. If you are not satisfied with the professor’s decision, you should then submit the written proof or justification of the appeal along with a written report of the meeting or attempted meeting to the Department Chair and Program Coordinator, if applicable. They will then review the appeal and all pertinent documents available such as grade rosters, and copies of papers and exams.

The listings for both Program Coordinators, Academic Chair persons can be found on the Hostos Community College website: [**Grade Appeals**](https://www.hostos.cuny.edu/Administrative-Offices/SDEM/Student-Life/Academic-Standards-and-Appeals/Grade-Appeals).

Have you spoken with the Program Coordinator, Department Chair, or their representative, in hopes of resolving your appeal? If not, why?

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1. If the appeal is denied by the Department Chair and program coordinator, if applicable, you should then submit this form and any other relevant documents to the Academic Standards Committee liaison in the Office of Academic Affairs. The appeal will then be processed and forwarded to the chair of the Academic Standards Committee who will contact you regarding your appeal and who will present your appeal to the committee for adjudication.

For submission of this form or for assistance, contact:

Office of Academic Affairs

500 Grand Concourse

B-Building, Room 402

Bronx, NY 10451

(718) 518 – 6660

[OAA@hostos.cuny.edu](mailto:OAA@hostos.cuny.edu)

Please note, you have a right to appear in person before the Academic Standards Committee, but only after the committee has first adjudicated your appeal.

Student's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_