

February 4, 2014

Proposal: New College-Wide Procedure and Form for Appealing a Final Grade

WHEREAS the College Council Committee on Students is responsible for ensuring compliance with New York City College of Technology policies and procedures regarding students

WHEREAS such involvement typically includes addressing student concerns regarding both the awarding of grades and the policies to ensure that grading was done consistently with New York City College of Technology policy, for which the College Council Committee on Students is tasked with seeking a resolution satisfactory to all parties

WHEREAS through experience and research the College Council Committee on Students has made the following determinations:

- a. The original grade appeal policy lacked clarity regarding the timeline for initiating and completing the grade appeal process;
- b. The original grade appeal policy lacked clarity regarding the sequence of steps for students to appeal a grade;
- c. The original grade appeal policy stipulated the necessity of a unanimous vote by department grade appeals committee members for a grade change to occur;
- d. The original grade appeal policy did not stipulate that the relevant faculty member be consulted by the departmental committee

THEREFORE Be It Resolved that the current Grades Appeals Process be rescinded and replaced by the following Procedure and Form for Appealing a Final Grade to take effect immediately.

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Appealing a Final Grade. A student who wishes to appeal a final grade must file an official grade appeal form. The deadline for filing an appeal is a calendar year from the date the course began, however, students are encouraged to file the appeal as soon as possible. Sample reasons for an appeal might include suspicion that a grade miscalculation has occurred or that the final grade is inconsistent with the instructor's stated grading policy.

Note: WU/WF grade appeals must be filed with the course and standards committee.

All appeals must follow these steps:

1. The student must first make an effort to resolve the matter with the course instructor. The instructor must provide the student with a clear explanation of how the assigned grade was determined.
2. If the issue cannot be resolved with the instructor, the student shall then make an appointment with the chairperson/ program coordinator within a maximum of three weeks after speaking with the instructor. The chairperson/coordinator will consult with the instructor to discuss the grade within one week. The chairperson/coordinator does not have the authority to change the grade. In the case that the instructor is also the chairperson/coordinator the student should appeal to the Dean. The Dean does not have the authority to change the grade.
3. If the issue is not resolved with the chairperson/coordinator then the student has the right, within three weeks of meeting with the chairperson/coordinator, to appeal to the departmental final grade appeals committee. The chairperson/coordinator should inform students of the fact that there is a three week deadline for appealing to the departmental committee. At this time the student must complete the appropriate official grade appeal form available from the Office of the Registrar and submit it to the registrar. Students should completely fill out the form stating the reasons for appealing a grade and attaching all supporting documentation, which should include as much graded work as possible. **Incomplete forms will not be considered.** For the appeal to proceed the student should also submit in writing an explanation of the steps they have taken to resolve the grade dispute and the instructor's reason for denying the request for a change of grade.
4. Both the student and instructor must provide all supporting documentation and may be asked to appear before the committee. Faculty members can make sure the documentation process is begun by always turning in the folders with attendance, grades, and the nature and weight of each grade recorded at the end of each semester. Moreover, whenever possible the committee should contact the faculty member whose grade is being challenged and ask him/her to provide an explanation of his/her decision to not change the grade. The efforts made to contact the faculty member whose grade is being appealed should be documented and should include the times and dates of the attempts as well as say whether the attempts were made via email, postal mail, home phone, and/or cell phone. The committee however is not required to consult with the student if the documentation provided by the student allows them to render a decision. Once the committee is convened, a decision must be made within three weeks. This policy does not affect the "F/D" and "I" policies that are currently in place.

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5. If the majority of the committee recommends that a grade change is in order, then that decision is final and may not be appealed in any manner. If there is no majority, then the original final grade remains unchanged and may not be appealed. The results of the appeal will be provided to the registrar and they will send a formal letter to the student. The appeals committee will also provide the results of the appeal to the chair and the instructor whose grade is being challenged.
6. In the case of an "F" or in the case where the grade does not meet the prerequisite requirement for a course that the student wants to register for in the new semester, and if the grade appeal has been filed by the student before the beginning of the new semester, then the departmental grade appeals committee should resolve the appeal before the semester begins.
7. If the instructor and/or chairperson/coordinator are not available to comply with this process, then the student can also appeal directly to the registrar.



NEW YORK CITY COLLEGE OF TECHNOLOGY

Office of the Registrar

300 Jay Street, Brooklyn, NY 11201

Telephone (718) 260-5800

GRADE APPEAL FORM

College policy states that students who believe they are entitled to have a final grade changed must initiate their appeal a calendar year from the date the course began. However, students are encouraged to file the appeal as soon as possible. Students initiate an appeal by completing this form and submitting it to the Office of the Registrar. Please carefully read the grade appeal instructions. **Incomplete forms will not be considered. Please attach all supporting documentation, which should include as much graded work as possible.**

Date: _____ / _____ / _____ Term: _____ Academic Plan: _____

Last Name: _____ First Name: _____

Address: _____

Telephone No.: _____ Email: _____

I wish to appeal the grade received in the following:

Course: _____

Class Number: _____

Term: _____

Grade Received: _____

1. Explain your reason for appealing this grade. (Sample reasons for an appeal might include suspicion that a grade miscalculation has occurred or that the final grade is inconsistent with the instructor's stated grading policy.)
2. Explain the instructor's reason for denying the request for a change of grade.
3. Explain the outcome of your meeting with the chairperson/coordinator.

EMPLID

PRINT NAME

SIGNATURE

GRADE APPEAL INSTRUCTIONS

The student must first make an effort to resolve the matter with the course instructor.

If the issue cannot be resolved with the instructor, the student shall then make an appointment with the chairperson/program coordinator within a maximum of three weeks after speaking with the instructor. The chairperson/coordinator will consult with the instructor to discuss the grade within one week. The chairperson/coordinator does not have the authority to change the grade. In the case that the instructor is also the chairperson/coordinator the student should appeal to the Dean. The Dean does not have the authority to change the grade.

If the issue is not resolved with the chairperson/coordinator then the student has the right, within three weeks of meeting with the chairperson/coordinator, to appeal to the departmental final grade appeals committee. At this time the student must complete the appropriate official grade appeal form available from the Office of the Registrar and submit it to the registrar. Students should completely fill out the form stating the reasons for appealing a grade and attaching all supporting documentation, which should include as much graded work as possible. Incomplete forms will not be considered.

The student may be asked to appear before the committee. The committee however is not required to consult with the student if the documentation provided by the student allows them to render a decision. Once the committee is convened, a decision must be made within three weeks. This policy does not affect the "F/D" and "I" policies that are currently in place.

If a majority of the committee recommends that a grade change is in order, then that decision is final and may not be appealed in any manner. If there is not a majority, then the original final grade remains unchanged and may not be appealed. The results of the appeal will be provided to the registrar and they will send a formal letter to the student.

In the case of an "F" or in the case where the grade does not meet the prerequisite requirement for a course that the student wants to register for in the new semester, and if the grade appeal has been filed by the student before the beginning of the new semester, then the departmental grade appeals committee should resolve the appeal before the semester begins.

If the instructor and/or chairperson/coordinator are not available to comply with this process, then the student can also appeal directly to the registrar.

FOR OFFICE USE ONLY:

A. Departmental Outcome (Grade Appeals Committee):

B. Committee Decision: MAJORITY GRADE CHANGE NO MAJORITY GRADE STANDS FROM: TO:

Committee Representative
PLEASE PRINT or STAMP NAME WITH SIGNATURE

Date

C. Office of Registrar

Registrar Signature & Stamp

Date