



GRADUATE GRADE APPEAL APPLICATION

Student's Name: _____ EMPLID: _____

Mailing Address: _____

Email Address: _____ Phone Number: _____

Course Number and Title: _____

Instructor: _____

Semester/Year Taken: _____ Grade Received: _____

Date(s) Instructor was consulted: _____

Date(s) Program Director was consulted: _____

PLEASE ATTACH THE FOLLOWING ITEMS:

- 1. A letter explaining the reason for your appeal; this letter should include a clear statement of exactly what you are appealing – e.g., exam(s), paper(s) – and, if possible, what final grade you believe that should have received;**
 - 2. A copy of the course syllabus;**
 - 3. Any additional documentation you deem relevant to your appeal.**
-

Submit the completed application and all supporting materials in hard copy or electronic format to:

Dr. Roblin Meeks
Associate Dean of Graduate Studies
Office of Graduate Studies
Haaren Hall, Suite 410
rmeeks@jjay.cuny.edu

GRADUATE GRADE APPEAL POLICY

An appeal of a final grade **must be filed by the 25th calendar day of the subsequent long semester**. (Grades for courses taken in the spring or summer must be appealed by the 25th calendar day of the fall semester; grades for courses taken in the fall or winter must be appealed by the 25th calendar day of the spring semester).

To appeal a final grade of A, A-, B+, B, B-, C+, C, C- or F , a student should first meet with the faculty member to discuss the final grade. If an agreement is reached, the instructor is responsible for submitting the Change of Grade form to the Registrar's Office.

If, after consultations with the faculty member, the final grade is reaffirmed, a student who questions the grade should consult his or her program director. If this does not resolve matters, the student has the right to appeal. To file a grade appeal, the student should complete a grade appeal form available from the Office of Graduate Studies. The form requires the specification of reasons for the appeal. Students must provide a copy of the course syllabus, all available graded course materials and any supporting documentation, such as the midterm, final exam and research papers.

Upon receiving a grade appeal request, the Dean will convene the indicated program's grade appeal committee to hear the appeal. The committee has thirty calendar days to hear the appeal. The decision of the committee will be communicated in writing by the Chair of the grade appeal committee to the Dean who will inform the student, faculty, and Registrar of the decision. The decision of the committee is final.