

### **Level 3 Student Grade Appeal**

In the academic community, grades are a measure of student achievement toward fulfillment of course objectives. The responsibility for assessing student achievement and assigning grades rests with the faculty, and, except for unusual circumstances, the course grade given is final.

The grade appeal system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of error, or that the method of assigning the grade is inconsistent with the method of assigning grades to other students. A student who believes (s)he has reason to challenge a grade must follow the CUNY SLU [grade appeal policies](#).

Please contact [grade.appeal@slu.cuny.edu](mailto:grade.appeal@slu.cuny.edu) with any questions you may have regarding the grade appeal policies and procedures before submitting this form.

Submit this form only after you have engaged in Level 1 and Level 2 of the grade appeal process: Level 1 is attempting to resolve the issue by communicating directly with your instructor; Level 2 elevates the communication to include the department's academic director. The submission of this form and its attachments will begin the formal Level 3 Grade Appeal process.

This written Level 3 appeal must be received within 30 days of your attempt to resolve the issue with the instructor and the academic director.

#### **Time Limits for Appeal**

A student who wishes to appeal a grade must initiate the process in the full semester following the semester in which the contested grade was received. Spring and Summer Session courses must be appealed during the following Fall semester, while Fall and Wintersession courses must be appealed during the following Spring semester before the last day to withdraw and receive a "W" grade. Appeals that are not initiated by these deadlines will not be considered.

Be sure to retain a copy of this form and any attached materials for your records.

The grade appeal will be reviewed upon receipt, and you and the faculty member will be contacted with any questions or for additional materials required to investigate the appeal.

The faculty member will be informed of the appeal within three business days of the receipt of a complete formal report. Faculty members will be given five business days to respond to the appeal. The director of student services will contact the student, the instructor, and the academic director within 10 days of the receipt of the complete formal report, with the goal of resolving the grade dispute.



The student will receive the details of the resolution in writing within 10 business days from the director of student services. If the student feels that the resolution is unsatisfactory, (s)he may initiate a Level 4 Grade Appeal.

Be aware that the grade appeal process may result in the awarding of a *lower* grade than that which the student originally received.

**To preserve student and faculty rights to confidentiality, this form and any attachments are strictly confidential between the student, the indicated faculty member, the academic director, and the CUNY Offices of Student Affairs and Academic Affairs.**

Submit this form and required attachments to: [grade.appeal@slu.cuny.edu](mailto:grade.appeal@slu.cuny.edu).

### Student Level 3 Grade Appeal Form

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

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

Student EMPLID: \_\_\_\_\_

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

Term: \_\_\_\_\_

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

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

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

Academic Program: \_\_\_\_\_

8YdUfha Ybh7 \U]f: \_\_\_\_\_

Final Course Grade: \_\_\_\_\_

Explanation of Appeal:

Have you communicated with the instructor (Level 1 of the Grade Appeal process)?

Yes

No (If no, STOP. You may not submit this form. Level 3 Grade Appeals are considered only after Level 1 and Level 2 have been completed).



If yes, how?

Verbally

Please explain and provide the date(s) of the conversation, below:

In writing

Please attach copies of all written communications



Have you communicated with the department's WUJf (Level 2 of the Grade Appeal process)?

- Yes
- No (If no, STOP. You may not submit this form. Level 3 Grade Appeals are considered only after Level 1 and Level 2 have been completed).

If yes, how?

- Verbally  
Please explain and provide the date(s) of the conversation, below:

- In writing  
Please attach copies of all written communications



Signature of Student [Electronic] \_\_\_\_\_

Date \_\_\_\_\_

Submit this form and required attachments to: [grade.appeal@slu.cuny.edu](mailto:grade.appeal@slu.cuny.edu).

---

**For Office Use**

Date Level 3 Appeal received and logged: \_\_\_\_\_

Date of Faculty/Student Resolution meeting: \_\_\_\_\_

Disposition following Faculty/Student meeting:

Date Level 3 Resolution letter sent to student: \_\_\_\_\_



Case notes:

Signature of director of student services [Electronic] \_\_\_\_\_

Date \_\_\_\_\_