



### **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.

#### **Policy**

The CUNY School of Labor and Urban Studies (CUNY SLU) is responsible for determining the requirements and standards of performance for courses and for qualifying examinations. CUNY SLU course instructors retain considerable discretion in these matters. The instructor is under obligation, however, to ensure that her/his course syllabus is consistent with the goals of the curriculum of the course. The grading standards in a given course shall reflect levels of difficulty related to the educational objectives of the program.

Instructors have an obligation to students to make clear the basis of evaluation (e.g., reading assignments, student's written submissions, contributions to class discussions, and presentations) at the start of each course so that students are not surprised by unexpected or untimely demands. Grades on examinations or for work in a course are the responsibility of the instructor.

#### **Grade Appeal Procedures**

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 Winter session 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.

If a student believes that an error was made in the assignment of a grade, she/he should engage in **Level 1** of the grade appeal process: speaking with the instructor of the course within 30 days following the posting of the grade. An email message or note requesting an appointment and explaining the problem will give the faculty member an opportunity to gather the appropriate course materials, papers, exams or other submissions so that the ensuing conversation can be meaningful. As a result of this conversation, a faculty member may correct an error and change the grade. If the problem is not resolved between the student and faculty member, the student may then elevate the communication to include the department chair, which constitutes **Level 2** of the grade appeal process.

If, after Levels 1 and 2 of the grade appeal process, the issue remains unresolved, the student may initiate a formal grade appeal by completing and submitting a Level 3 Grade Appeal Form (pdf) to [grade.appeal@slu.cuny.edu](mailto:grade.appeal@slu.cuny.edu).



This written Level 3 appeal must be received within 15 days after the completion of Level 2; thus initiating a process with the Academic Appeals Committee. The Academic Appeals Committee will make a decision within 30 days of meeting with all pertinent stakeholders. This Level 3 decision by the Academic Appeals Committee is final.

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 department chairs, and the Academic Appeals Committee.**

### Student Level 3 Grade Appeal Form

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

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

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

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

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

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

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

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

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

Department Chair: \_\_\_\_\_

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       In Writing

Please provide the date(s) and details of the conversation(s) below and attach copies of all written communications.



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Have you communicated with the department chair (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
- In Writing

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

Academic Appeals Committee Decision \_\_\_\_\_

Date \_\_\_\_\_