

Grade Change

Step 1: Issue Request

Student must communicate with course instructor regarding the requested grade change.

Step 2: Instructor Review

Course instructor will review student work, attendance, and participation.

Step 3: Instructor Decision

1. If the instructor agrees to the requested grade change s/he will issue a “Change of Grade” form to the Office of Academic Affairs (OAA) for approval. After OAA approval, the form will be sent to the Registrar’s Office for processing.

2. If the instructor declines the requested grade change, s/he will inform the student.

Step 4: Appeals

If a student’s request for a grade change has been denied by the instructor and the student wishes to appeal that decision, the student should:

1. Contact the unit coordinator and attempt resolution.

2. If the student is unable to find satisfactory resolution with the coordinator, s/he should contact the department chairperson.

3. If the student is unable to find satisfactory resolution with the coordinator, s/he should contact Professor Clarence Robertson, the chairperson for the Academic Standards Committee. The Committee investigates academic matters and Committee decisions are final.

Special Permissions

Students who wish to take more than 18 credits must follow the steps outlined below.

Step 1: Request Form

Student must request The “Special Permissions” form from the Registrar’s Office.

Step 2: Request OAA Approval

Student completes the top portion of the form and submits it to the Office of Academic Affairs for the academic dean’s approval. Approval is dependent upon a student’s current academic standing.

Step 3: Submit to Registrar

If the form is signed, the student must submit it to the Registrar’s Office.

Office of Academic Affairs



Academic Policies

Hostos Community College
500 Grand Concourse, Suite 447
Bronx, NY 10451
718-518-6660

Academic Dishonesty Appeals

The three most common forms of academic dishonesty are cheating, plagiarism, and bribery. If a student is charged with academic dishonesty, s/he will receive written notification from the Provost and Vice President for Academic Affairs. If desired, students are allowed to dispute a charge of academic dishonesty through an appeal process. The appeal process must be initiated within 10 days of receipt of the written notification.

To Appeal:

Step 1: Written Response

Submit a written response to the charge to the Provost.

Step 2: Academic Standards Committee

The charge of academic dishonesty and the student's written response are forwarded to the Academic Standards Committee.

Step 3: Final Decision

The Academic Standards Committee reviews the information submitted by the Provost supporting the charge and the written response submitted by the student. After review, the Committee will place their decision in writing and the Provost will send a letter to the student communicating the final decision.

Cancelled Courses

Courses that do not reach sufficient enrollment are subject to cancellation. Students are notified by e-mail and/or phone as soon as the decision is made. Students should make certain that their contact information is current with the college so that they can be informed of important decisions. When classes are cancelled, students should meet with their advisor to select another appropriate course.

Changing Majors

Students who want to change their major must follow the steps outlined below.

Step 1: Request Form

Student requests the "Changing Major" form from the Registrar's Office.

Step 2: Request Coordinator Approval

Student takes form to the department which s/he is requesting to transfer to and requests that the coordinator of the program sign the form.

If the coordinator is not available, the department chairperson can sign. If the coordinator and the chairperson are both unavailable for an extended period of time, a dean in the Office of Academic Affairs can sign.

Step 3: Submit to Registrar

After the change of major is approved, the student must submit the form to the Registrar's Office.

Closed Courses

The number of students allowed to enroll in a course varies according to the type of course offered and the room capacity. Courses are closed when the maximum number of students allowed have registered. Once closed, students can only gain entry to the course by gaining approval from the assigned instructor. The instructor cannot give approval if room size does not permit.

Faculty Conduct Complaint

Step 1: Informal Resolution

Students are encouraged to attempt to resolve complaints informally with faculty members. If the student is unable to resolve the complaint with the faculty member, they should:

1. Contact the unit coordinator and attempt resolution.
2. If the student is unable to find satisfactory resolution with the coordinator, s/he should contact the department chairperson.

Step 2: Formal Complaint

If informal resolution is unsuccessful, the student may file a written complaint with the department chairperson. If the chairperson is the subject of the complaint, the written complaint should be submitted to the academic dean. For detailed instructions regarding formal complaints go to: http://www.hostos.cuny.edu/sdem/student_life_stcomplaints.html.