

Office of Academic Affairs Student Concerns / Complaint Form

Date:	CUNY ID#			
Student Name:				
TEL. #	Email:			
Student mailing address:				
Course Title:	Section:	Professor:		
Occurred during: □ Fall	□ Winter	🗆 Spring	🗆 Summer	
Nature of your visit - Please check off one appropriate box below, be specific and write clearly about what transpired. Be sure to include full names, course/section, date, actions taken, etc. Use the reverse side to continue if needed.				
 Professor conduct or class integrity Course syllabus or Grade appeal*(*All grade appeals must be submitted no later than the end of the semester following the course completion term. A fall semester grade must be submitted by the last day of classes in the following spring semester. Spring semester grades must be submitted by the last day of classes in the following fall semester.) Financial aid, loans, work study or bursar. Discrimination or sexual harassment Urgent personal issues that are preventing a student from going to school Starting or following up on an appeal Other 				

I hereby declare that the information on this form is true, correct and complete to the best of my knowledge. I understand that any misinterpretation of information may result in disciplinary action.

Student's Signature	Received by:		
Below this line is for office use only.			
1 st update:			
2 nd update:			
Final Decision made:			

Grade Appeal Process

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

 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.
 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 the chairperson for the Academic

Standards Committee. The Committee investigates academic matters and Committee decisions are final.