

## Office of Academic Affairs 500 Grand Concourse – B402 Student Concerns / Complaint Form

Date:	CUNY ID#			
Student Name:				
TEL.#	Email:			
Student mailing address:				
Course Title:	Section:	Professor:		
Occurred during:     Fall				
<b>Nature of your visit</b> - Please check o transpired. Be sure to include full nar continue if needed.		-	<u> </u>	
course completion term. A fall semester grad spring semester grade appeal must be submit    Financial aid, loans, work study or    Discrimination or sexual harassme    Urgent personal issues that are pre    Starting or following up on an app    Other	ted by the last day of class r bursar. ent eventing a student fro	ses in the following fall seme		

	ation on this form is true, correct and complete to the best of my knowledge
understand that any misinterpr	retation of information may result in disciplinary action.
7. 1	
Student's	Descined by
Signature	Received by:Below this line is for office use only.
	<u> </u>
1 <sup>st</sup> update:	
<sup>2nd</sup> update:	
Final Decision made:	
Grade Appeal Process	
Step 1: Issue Request	
	instructor regarding the requested grade change.
Step 2: Instructor Review	
Course instructor will review student wo	ark attendance and participation

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

- 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 Office of Academic Affairs (B402) to forward the appeal to the Academic Standards Committee. The Academic Standards Committee investigates academic matters and Committee decisions are final.