

Students have the right to appeal a grade when they believe that the grade was based on factors other than the student's academic performance in the course. The process for filing a grade appeal is as follows:

1. The student must present written proof or justification to his/her Instructor that he/she deserves a grade change. If the request for a change of grade is denied then the student can submit her appeal to the academic program coordinator.
2. The second level involves a meeting with the Academic Program Coordinator. The student must submit a written report of his/her meeting with the instructor to the Coordinator. If the Program Coordinator feels that there is sufficient cause to appeal a grade, then the Program Coordinator will initiate the appeal and forward the appeal to the Chairperson. If the department denies the appeal, then the student can submit his/her appeal to the academic department chairperson.
3. The third level involves a meeting with the Academic Department Chairperson. In this case, the Chairperson will review the appeal and all pertinent documents available – grade rosters, copies of papers and exams- and determine whether the appeal can be granted or not. Once a ruling has been made, the case should be considered closed. If the department denies the appeal, then the student can submit his/her appeal to the Academic Standard Committee.

NOTE: The listings for both Academic Program Coordinators and Academic Department Chairpersons are on the back of this page.

Academic Program Coordinators

Coordinator	Unit	Phone	Email	Office
Salim Rayman	Dental Hygiene	718-319-7945	srayman@hostos.cuny.edu	B-131
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Howard Jordan	Public Admin & Paralegal	718-518-6587	hjordan@hostos.cuny.edu	B-334
Marta Rivera	Behavioral Sciences	718-518-6569	mrivera@hostos.cuny.edu	B-319
Peter Roman	Social Sciences	718-518-6575	proman@hostos.cuny.edu	B-326
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Jacqueline Disanto	Teacher Education	718-518-4437	jdisanto@hostos.cuny.edu	A-107G
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Julie Trachman	Biology	718-518-4132	jtrachman@hostos.cuny.edu	A-507D
Dr. Nelson Nunez-Rodriguez	Physical Sciences	718-518-4137	nnrodriguez@hostos.cuny.edu	A-507H

Academic Department Chairpersons

Chairperson	Department	Phone	Email	Office
Charles Drago	Allied Health	718-518-4114	Cdrago@hostos.cuny.edu	A-307
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Iris Mercado	Education	718-518-4169	imercado@hostos.cuny.edu	A-107
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