



### GRADUATE GRADE APPEAL APPLICATION & PROCESS

This application is used only if the student still considers their grade is incorrect after consulting with the course Instructor and the Program Director as per the graduate student appeal process. The student will submit this Grade Appeal form as the cover page of their grade appeal application that includes: a table of contents outlining every attachment included in the appeal, a letter explaining the reason the appeal and what final grade should have been received, course syllabus, all available course material, any additional documentation relevant to the appeal. The completed application must be emailed to the Graduate Dean via email to: [graduateappeals@jjay.cuny.edu](mailto:graduateappeals@jjay.cuny.edu). The Grade Appeal must be submitted by the 25th calendar day of the subsequent long semester. (Grades for courses taken in the spring or summer must be appealed by the 25th calendar day of the fall semester; grades for courses taken in the fall or winter must be appealed by the 25th calendar day of the spring semester).

#### Student Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
EMPLID: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

#### Course Information

Graduate Program \_\_\_\_\_ Graduate Program Director \_\_\_\_\_  
Course Number (i.e. PAD) \_\_\_\_\_ Course Number (i.e. 700): \_\_\_\_\_ Section (i.e. 99) \_\_\_\_\_  
Instructor Name: \_\_\_\_\_ Semester and Year Taken: \_\_\_\_\_

#### Student Appeal Statement

I am appealing to change the above course final Grade from \_\_\_\_\_ to \_\_\_\_\_.  
I consulted with the course instructor on (insert date) \_\_\_\_\_ and with the program director on (insert date) \_\_\_\_\_.

#### ***I have included:***

- ☐ This signed form as the cover page of your appeal package
- ☐ A table of contents outlining every attachment included in your appeal.
- ☐ A letter explaining the reason for your appeal; this letter should include a clear statement of exactly what you are appealing – e.g., exam(s), paper(s) – and, if possible, what final grade you believe that should have received;
- ☐ A copy of the course syllabus
- ☐ All available graded course materials

□Any additional documentation you deem relevant to your appeal

**Student Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit the completed application in **electronic format** to: [graduateappeals@jjay.cuny.edu](mailto:graduateappeals@jjay.cuny.edu).

## GRADUATE GRADE APPEAL POLICY

An appeal of a final grade **must be filed by the 25th calendar day of the subsequent long semester**. (Grades for courses taken in the spring or summer must be appealed by the 25th calendar day of the fall semester; grades for courses taken in the fall or winter must be appealed by the 25th calendar day of the spring semester).

To appeal a final grade of A, A–, B+, B, B–, C+, C, C– or F, a student should first meet with the course instructor to discuss the final grade. If an agreement is reached, the instructor is responsible for submitting the Change of Grade form to the Registrar's Office.

If, after consultations with the instructor, the final grade is reaffirmed, a student who questions the grade should consult his or her program director. If this does not resolve matters, the student has the right to appeal. To file a grade appeal, the student should complete a grade appeal form available from the Jay Stop website (<https://jstop.jjay.cuny.edu/registrar.php>). The form requires the specification of reasons for the appeal and required documentation.

### Required Documentation and Instructions:

1. Use this document as the cover page of your appeal.
2. Create a table of contents outlining every attachment included in your appeal.
3. Attach the following:
  - a. A letter explaining the reason for your appeal; this letter should include a clear statement of exactly what you are appealing – e.g., exam(s), paper(s) – and, if possible, what final grade you believe that should have received;
  - b. A copy of the course syllabus;
  - c. All available graded course materials;
  - d. Any additional documentation you deem relevant to your appeal.

The completed form and documentation must be submitted to the Graduate Dean via email to: [graduateappeals@jjay.cuny.edu](mailto:graduateappeals@jjay.cuny.edu)

Upon receiving a grade appeal request, the Dean will convene the indicated program's grade appeal committee to hear the appeal. The committee has thirty calendar days to hear the appeal. The decision of the committee will be communicated in writing by the Chair of the grade appeal committee to the Dean who will inform the student, faculty, and Registrar of the decision. The decision of the committee is final.