

## **Proposed Grade Change Policy**

### **Grade Change Appeal Policy:**

Students must request a review of an official final grade with their course instructor NO LATER than 2 years following the term in which the grade was given. The term is defined as winter/spring or summer/fall. Students with questions about a grade should first discuss the reasons for the grade with the course instructor. If their concerns are not resolved, then students are advised to consult the chairperson of the department. A formal request for an appeal of a course grade can be submitted in writing, along with copies of all relevant course work, to the departmental chairperson. A committee of 3 faculty members (other than the course instructor) will review the student's work and make a determination about the appropriate grade. The committee will ask for, receive and consider all relevant information from both the student and the instructor. The final decision will be communicated to both the student and the instructor. The decision of the departmental appeals committee is final.

Appeals related to an official final grade of WU must be appealed through the Committee on Course and Standing (CCS) NO LATER than 2 years following the term in which the grade was given. The term is defined as winter/spring or summer/fall. Appeal forms are available through the Office of the Registrar and the Queensborough web site ([www.qcc.cuny.edu/registrar/printableForms.html](http://www.qcc.cuny.edu/registrar/printableForms.html)). The completed appeal form, along with all required supporting documentation, must be returned to the Office of the Registrar (A-104). Decisions of the Committee are made by vote and are forwarded to students in writing. Students are urged to consult with an academic adviser or a counselor in the Counseling Center before submitting an appeal to the CCS in order to determine, in advance, if their appeal warrants a CCS review.

Those students who, based on exigent circumstances ONLY, request a grade change outside the 2 year limit must make an appeal in writing to the Office of Academic Affairs. All written appeals must be accompanied by supporting documentation. The Office of Academic affairs will confer with all relevant parties and render a final decision. The decision rendered by the Office of Academic Affairs is final and cannot be further appealed.

It is important to note that any changes to an academic record cannot be made after a degree has been conferred.