

# Petition to the Committee on Academic Policy & Standards

## GRADE APPEAL

***The decision made by the CAPS Committee is merely a recommendation to the department.***

The grade appeals system affords recourse to a student who has evidence or believes that evidence exists to show that an improper grade has been assigned as a result of miscalculation, misinterpretation, mechanical error, or assignment of a grade inconsistent with that of the grading rubric, or outlined course syllabus.

Students who have sought to have a grade changed through informal appeal to the instructor/professor, Department Chair, and then Dean, without satisfactory resolution have the right to appeal the grade to the CAPS Committee. To file a formal appeal with the CAPS Committee, students must complete and return this petition, together with the documentation required, to the Office of Student Academic Services (OSAS). The petition and supporting documentation must be submitted within thirty (30) calendar days of which the grade was posted to CUNYfirst.

**The Grade Appeal process may result in the awarding of a *lower* grade than the student received originally.**

**Please fill out the following form in its entirety.**

Date: \_\_\_\_\_ CUNYfirst Empl ID #: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST

Address: \_\_\_\_\_  
CITY STATE ZIP CODE

Telephone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student York College Email: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Course: \_\_\_\_\_ Department: \_\_\_\_\_ Grade Earned: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Was there an allegation of academic dishonesty in this course?  Yes  No

If yes, what penalty did the instructor impose?  Failing grade for the course \*\*\*

Failing grade on an assignment

Other: Explain: \_\_\_\_\_

\*\*\*Please note that if the instructor/professor is stating there was a case of academic dishonesty, the student *must* appeal the academic dishonesty claim with the Academic Integrity Committee, not the CAPS Committee. The Academic Integrity Committee can be reached at [integrity@york.cuny.edu](mailto:integrity@york.cuny.edu).

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All of the following documents must be submitted with this petition:

- Course Syllabus, grading rubric
- All documented grades (graded tests, midterms, finals, homework, papers, projects, etc)
- A typed personal statement explaining the extenuating circumstance as to why the student is filing a Grade Appeal and why the given grade does not reflect the grade the student should receive.
- Any other documentation that would support the students claim for an extenuating circumstance as to why the given grade does not reflect the grade the student should receive (email correspondence, medical documents, etc.)

I hereby certify that all the above information is accurate and complete. I understand that the information in this petition will be kept confidential and will be used for the CAPS Committee's purposes only.

Please Sign below:

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Students filing a Grade Appeal petition *must* acquire the signatures of the following below *prior* to submitting their Grade Appeal:

By signing below, you as the Instructor/Professor/Department Chair understand and agree that you have met with the student and have discussed the students informal appeal for a grade change. The discussion between you and the student has resulted in an unchanged grade and therefore the student is now filing the Grade Appeal petition to the CAPS Committee.

Course: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Letter grade submitted by department, being appealed by student: \_\_\_\_\_

Instructor/Professor Printed Name: \_\_\_\_\_

Instructor/Professor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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Department Chair Printed Name: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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