



### GRADE APPEAL APPLICATION

In circumstances where students cannot resolve a disputed grade with his/her faculty member, this application and process will apply. If the faculty member adjusts the grade, this application is not needed. There is a limit of three Grade Appeal petitions as an undergraduate student. Appeals must be filed by the twenty-fifth calendar day of the subsequent long semester. (Courses taken in spring or summer must be appealed by the twenty-fifth day of the subsequent fall semester; courses taken in the fall or winter must be appealed by the twenty-fifth day of the subsequent spring semester.)

**Completed By Student (Return to Registrar or Jay Express after completion.)**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Last 4 digits of SS#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The course I am petitioning is:

Course (i.e. ENG): \_\_\_\_\_ Number (i.e. 101): \_\_\_\_\_ Section (i.e. 07): \_\_\_\_\_

Faculty Member: \_\_\_\_\_ Faculty Department: \_\_\_\_\_

I request that: Change grade from \_\_\_\_\_ to \_\_\_\_\_.

I have included:

- This completed application.
- A typewritten statement explaining, with specific references, the reason(s) for the petition.
- Copies (not originals) of supporting documents.

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

**Completed By Faculty (Do NOT accept this application directly from student.)**

This application must be returned to the Registrar's Office within three weeks from receipt date.

After review of the documents, I  Sustain the grade\*  Change grade from \_\_\_\_\_ to \_\_\_\_\_.

\*(This must be completed if grade is sustained.) I **sustain** the grade because:

\_\_\_\_\_  
\_\_\_\_\_

Faculty Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

Verified/Approved By: \_\_\_\_\_ CUNYfirst Input Date: \_\_\_\_\_

For Office Use Only

Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Rec'd By: \_\_\_\_\_ SIMS/FAPINQ Input Date: \_\_\_\_\_

White - Registrar Yellow - Student