

Public Management Undergraduate and Graduate Grade Appeal Committee Procedure

The Department of Public Management Grade Appeals Process

Submitted by Nicole Elias, Chair of the Grade Appeals Committee, December 21, 2015

The Department of Public Management Grade Appeals Committee abides by the following Student Grade Appeal Process issued on December 21, 2015. This process is consistent with the Undergraduate and Graduate Studies Processes outlined below

Undergraduate:

<http://www.jjay.cuny.edu/change-grades>

Graduate:

<http://www.jjay.cuny.edu/change-final-grade><http://www.jjay.cuny.edu/change-final-grade>

A student should first meet (either in person or by phone) with the faculty member to discuss the final course grade. If the faculty member reaffirms the final grade, the student has the option to accept the faculty member's decision or to contact the chairperson of the Department of Public Management in order to file a formal grade appeal. The department chairperson will send the grade appeal to the chair of the Grade Appeals Committee. An initial review by the chair of the Committee is performed to be sure that the appeal is accepted for review. The Committee will not review qualitative judgments about a student's work.

If the Committee chair finds that the Committee should review the appeal, the chair sends an email to the student with a cc to the department chairperson requesting the following:

- Copy of course syllabus showing grading and attendance policy as well as policy on plagiarism
- Copies of graded papers and exams returned by the professor, if such have not been submitted with the actual appeal
- All email correspondence between student and professor germane to the appeal
- Any other substantiating evidence or reason for excessive absences or other factors involved in the appeal

The chair of the Committee also emails the faculty member with a cc to the department chairperson requesting the following:

- An explanation of the faculty's position on the appeal
- Any other substantiating evidence involved in the appeal

Once the chair of the Committee receives the documents from both students and faculty, she/he sets a date for the Committee to review the case. The Committee chair circulates all the substantiating documents to each member of the Committee. All committee members must prepare the cases carefully by examining both the documents submitted by the student and those submitted by the faculty. They must come to the meeting well informed about the case in question. The chair of the Committee will hold a grade appeals meeting to discuss the merits of the case based on the evidence presented by both the student and the faculty member.

Once the Committee rules on the appeal, the Committee chair then writes to the student with a cc to the department chairperson to inform her/him of the ruling. The committee chair then also

writes to the appealed faculty member with a cc to department chairperson recommending either that she/he uphold or change the grade to what the committee deemed fair. The faculty member then has 25 days from the receipt of the committee's ruling to render her/his grade decision in the case. If the student does not agree with the outcome of the case, the student can appeal to the College-wide Grade Appeals Committee (Undergraduate) or the Dean of Graduate Studies (Graduate) see process below.

Undergraduate Student Appeal

Students are strongly encouraged to first communicate with the professor of the course. If that conversation does not remedy the situation, or if students choose to not follow that route, then students who think that a final grade was issued erroneously may file a grade appeal to the departmental grade appeals committee by submitting the form to the Registrar's Office. 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.

Department Grade Appeals Committee

The request shall be reviewed by the departmental grade appeals committee. The departmental committee has 30 calendar days to review the matter and make a recommendation to the faculty member. For interdisciplinary programs, grade appeals will go to the department grade appeals committee of the academic department who hired the faculty member.

Faculty Review

The faculty member, upon receipt of the committee's recommendation, must render a judgment within 14 calendar days and communicate in writing to the Office of the Registrar his or her decision to either sustain the grade or submit a grade change.

College-Wide Grade Appeals Committee

If the departmental grade appeals committee fails to make a recommendation to the faculty member within 30 calendar days, the grade appeal will be sent to the college-wide grade appeals committee. The college-wide grade appeals committee shall have 30 calendar days to make a recommendation to the faculty member. The faculty member's responsibilities and responses are the same as above. The college-wide grade appeals committee shall comprise five tenured members of the faculty, who shall be nominated by the Faculty Senate and elected by the College Council. No more than one faculty member from any department may concurrently serve on the committee. The committee shall elect a chair from its own membership.

Appeal by Faculty

An appeal instituted by a member of the faculty to change an administrative FIN must indicate that the work required to resolve the INC grade was in the instructor's possession prior to the deadline date.

Graduate Studies - Application for Change of Final Grade

To appeal a final grade, a student should first meet with the faculty member to discuss the final grade. If the instructor agrees that the grade should be changed, he or she can make the change on the appropriate forms provided by the Registrar's Office. These forms must then be countersigned by the Dean of Graduate Studies and returned to the Registrar's Office for entry on the student's record.

Graduate Studies - Appeal for Change of Final Grade

In the event that the faculty member reaffirms the final grade, students who question the grade should see their program director. If this does not resolve matters, students have a right to appeal to the Dean of Graduate Studies, who will appoint a three-member subcommittee of the Committee on Graduate Studies to hear the appeal. The faculty member will be notified of the appeal and will be requested to respond in writing to the Committee on Graduate Studies. The appeal should include reasons for the request for change of grade and any supporting documentation. It is the responsibility of the student to provide sufficient copies of the appeal, as requested, 14 days prior to the scheduled hearing date. The student and faculty member have the right to make a brief presentation before the subcommittee. The decision of the full subcommittee, if unanimous, is final and will be communicated in writing, by the Dean of Graduate Studies, to the student, the faculty member, the Assistant Vice President for Enrollment Management and the subcommittee. If the decision is not unanimous, either party may appeal to the Committee on Graduate Studies whose decision will be final.