

Petition for Change of Grade Policy & Procedure

Policy

There is a strong presumption of the instructor's professional expertise in determining final grades. Petitions for a change of grade should therefore only be filed when a student feels he or she can make a strong case, based on compelling evidence, that the course grade the instructor assigned was incorrect. Possible grounds for a successful petition most commonly include, but are not limited to:

- Miscalculation of the final grade, based on the percentages in the course syllabus.
- Misapplication of policies, such as the course policy on absences or lateness.
- Failure of submitted and graded work to be given credit by the instructor.

For a petition to challenge successfully a final grade, the student must show clear evidence supporting his or her case. He or she must also have met with (1) the instructor for the course and (2) with either the Associate Dean of Students or a designee ("Dean's Designee"), at least once before filing the petition to express his or her concerns. An academic advisor is considered an appropriate Dean's Designee.

Petition Procedure

A student who wishes to file a petition must initiate the process by notifying the Associate Dean of Students/Dean's Designee via email or in person that they disagree with the grade, no later than 30 days after the final grade for the course has been posted. The student must then communicate with the instructor in an attempt to resolve the issue, as well as meet with the Associate Dean/Dean's Designee to voice the student's concerns and discuss the petition procedures, before formally filing a petition.

If, after communicating with their instructor and meeting with the Associate Dean/Dean's Designee, the student wishes to move forward with a formal petition, the student must do so in writing by completing the Petition for Change of Grade Form and appending all requested documents and information. Completed petitions should be submitted in hard copy to the Associate Dean of Students, 726 Broadway, Room 603, New York, NY 10003, or by email to jonathon.white@nyu.edu. If submitting the petition by email, a scanned signature is acceptable.

Petitions will be heard by the Committee on Academic Standards, which is comprised of members of the Liberal Studies faculty and administration. The Committee will share a copy of the student's full petition with the instructor for the instructor's response. After receiving the instructor's response, the Committee will then conduct a closed hearing at which all written evidence, including both the student's petition and the instructor's response, will be considered; neither the student nor the instructor attends the hearing. The Committee will deliberate and render a written decision to the student and instructor by email within 30 days of the petition's submission.

Appeals

Any appeal of the Committee's decision must be made by the student directly to the Office of the Dean of Liberal Studies. A clear rationale must be articulated for pursuing an appeal. A student may initiate this process by contacting lsdeansoffice@nyu.edu to notify the Dean's Office of his or her intention to appeal; the Dean's Office will then respond with further instructions.

The deadline for submission of completed appeal papers is 14 days from the date of the Committee's original decision.

Grade Disputes in Non-Liberal Studies Classes and Study Away Sites

The policy and procedures contained herein apply only to Liberal Studies courses, and specifically those offered in New York. Students taking courses in other departments should inquire with the relevant schools about the appropriate procedures.

Students who wish to dispute a grade in a Liberal Studies course offered at a study away site should consult the Global Academic Center Policies & Procedures for Grade Appeals, which may be viewed online at: www.nyu.edu/global/global-academic-centers/upperclassmen-semester-academic-year-study-away/academic-resources/policies-and-procedures.html. Please note online classes, such as the Junior Independent Research Seminar (JIRS), where the instructor is physically located in New York are still considered to be New York-based classes through Liberal Studies, rather than study away classes.

Scope of Review

Except in extraordinary circumstances, the Committee on Academic Standards will not review grades on individual assignments or exams. Petitions should be limited to final course grades. Students who believe they have an extraordinary circumstance should discuss this at their meeting with the Associate Dean of Students or Dean's Designee.



Petition for Change of Grade Form

Please complete this form in its entirety and submit it in hard copy with all requested information and evidence to the Associate Dean of Students, 726 Broadway, Room 603, New York, NY 10003, or by email to jonathon.white@nyu.edu. You may not submit a Change of Grade Petition without first meeting with the Associate Dean of Students or a designee ("Dean's Designee") AND communicating with your instructor. Your petition MUST include all items and information requested below; incomplete petitions will be returned to the student without evaluation.

A. Identifying Information

Please provide the following information:

Student's Name: _____

University ID#: _____

Course: _____

Course Instructor: _____

Semester and Year: _____

Instructor's Final Grade: _____

Grade you feel should have been received: _____

Date of meeting with your instructor regarding your grade: _____

Date of meeting with the Associate Dean/Dean's Designee: _____

B. Personal Statement

In a statement of 250 words or fewer, describe the grounds on which your petition for change of grade is based, and specify what grade you feel you should have received. Be sure to justify the revised grade you request on the basis of the percentages in the course syllabus (attach a separate page, if necessary).

C. Evidence

Please attach to this form copies of the course syllabus and all graded assignments, with instructor comments.

D. Certification

I certify that the information included in this petition is complete and accurate to the best of my knowledge. I recognize that this petition will be provided in full to my instructor for his or her response to the contents herein.

Signature _____ Date _____