

## Petition for Change of Grade Policy & Procedure

### Policy

There is a strong presumption of the instructor's professional expertise in determining final grades. A petition for change of grade will only be granted when a student proves—through clear and convincing, documented evidence—that the course grade the instructor assigned was erroneous. 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.

The student 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 online Petition for Change of Grade Form and appending all requested documents and information. **It is the student's responsibility to ensure that petitions are complete at the time of submission.** The Associate Dean/Dean's Designee will email you a link to the online form following your meeting with him or her.

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](mailto: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: <https://www.nyu.edu/academics/studying-abroad/upperclassmen-semester-academic-year-study-away/academic-resources/policies-and-procedures.html>. Please note that online classes where the instructor is physically located in New York, such as the Junior Independent Research Seminar (JIRS), are still considered to be New York-based classes through Liberal Studies, rather than study away classes.

## **Grievances Alleging Bias or Discrimination**

The Committee on Academic Standards is not an investigative body and cannot evaluate claims of bias or discrimination in the classroom. Rather than use the Petition for Change of Grade procedure, students who believe that they were unfairly graded on the basis of race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status, citizenship status, or on any other legally prohibited basis should first schedule a meeting with the Associate Dean of Academic Affairs about their concerns, by emailing [lsacademicaffairs@nyu.edu](mailto:lsacademicaffairs@nyu.edu) and requesting a Meeting Request Form.

## **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.