Academic Appeal Instructions

Why should I File an Academic Appeal?
There are times when circumstances in life affect your academic progress. Perhaps there have been changes in health for you or a family member or a change in a work schedule, or other events that have directly impacted on your attendance or grades. When those situations arise, the Academic Appeals Process is in place for you. It gives you the chance to request that an exception be made to an academic policy or procedure at LaGuardia.

You may file an appeal to ask the Academic Appeals committee to approve the following changes:
- Changing a grade from WU, F, FIN, or U to a W due to qualifying circumstances are appropriate (Other requests for grade changes must first be made to the instructor of the course(s) and then to the Academic Department Chairperson before filing an appeal).
- Request to have your tuition liability waived. *Or request both when you are asking for a change of grade and a tuition liability waiver.
- Request to be reinstated to the college from Suspension/Dismissal.

When is the Deadline to file an Academic Appeal?
The Deadline to submit an appeal is ONE semester after you received the grade you are appealing.

Example: If you are appealing a grade from the Spring 2016 semester, your deadline would be the end of the Fall 2016 semester.

However, if you have not been in attendance since the grade you are appealing was posted, you may appeal the grade during the semester of your return.

Example: If you are appealing a grade from the Spring 2016 semester, take a leave, and return in Spring 2018, you may proceed with the appeal.

How Do I File an Academic Appeal? Follow Steps 1-4.

1. Print and fill out the Academic Appeal Form.
2. Write the Academic Appeal Statement
   When the Academic Appeals Committee meets to review your reasons for requesting an appeal, you will not be there to explain your situation. So it is very important that you write a statement to explain your reasons for asking for an appeal so that the committee members can understand your circumstances. It would be helpful to ask yourself the following questions and answer them in your appeals statement. The statement should explain the circumstances that justify/support the appeal.

   - What are you requesting?
   - When did it happen?
   - What happened to create the situation?
   - How did it impact your academic progress?
   - What prevented you from withdrawing from classes?
3. Provide the Committee with Authentic Documentation

It is very important to provide dated documentation to the committee that supports the circumstances you describe in the appeal. Ask yourself the following questions about your documentation:

- Does the documentation confirm your statement? Yes □ No □
- Is it on the organization’s or company’s letterhead? Yes □ No □
- Do the dates match the semester you are appealing? Yes □ No □
- Does it clearly address the issues in your statement? Yes □ No □

Here are some examples of appropriate documentation:

<table>
<thead>
<tr>
<th>Academic</th>
<th>Health</th>
<th>Work</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisement form</td>
<td>Hospital record</td>
<td>Time card</td>
<td>Court records</td>
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<tr>
<td>Registration printout</td>
<td>Doctor’s note</td>
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<tr>
<td>Letter from instructor, counselor, or staff</td>
<td>Letter from funeral director</td>
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<td>Plane tickets</td>
</tr>
<tr>
<td></td>
<td>Birth certificate</td>
<td></td>
<td>Letter from agency</td>
</tr>
<tr>
<td></td>
<td>Letter from therapist/social worker</td>
<td></td>
<td>Letter from clergy</td>
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4. Meet with Your Advisor

Meet with an advisor from Student Advising Services (B-100) or, from your program if you are a member of College Discovery (B-235), ASAP (BA-22) to discuss whether the appeal process would benefit you, your reason(s) for filing, and the supporting documentation that you must attach. The appeal must be signed by an advisor. Be sure to bring all three documents:

- The Academic Appeal Form
- A draft of your statement on a separate sheet of paper or on a flash drive
- Supporting documentation

Your advisor will review all of the materials and make recommendations to ensure that your appeal is complete and to assist you with providing further information if needed. Your advisor will then sign the appeal and submit it to the Academic Appeals Committee for their review.

After Submitting the Appeal

Appeals take 4 to 6 weeks to process. You will be notified by mail of the results. If you have not heard back by this time, please check in with the Registrar’s Office in Room C107. The Committee’s decision is final.

Did You Know?

If these extenuating circumstances caused you to lose your financial aid due to unsatisfactory academic progress, you may also be eligible for a Financial Aid Appeal. Please refer to Student Financial Services in Room C107 for more details.
**Supporting Documents:**

- Attendance Roster(s)
- CUNYfirst Screens (Student Service Center)
- CUNYfirst Screens (Enrollment Request Search)
- Transcripts
- Other(s)
- Other college source(s)

**Appeals Status**

- Approved
- Denied
- Tabled *deadline: _____/_____/_____

**Note(s):**

________________________________________________________________________

________________________________________________________________________

Signature: __________________________ Committee Meeting date: _____/_____/_____

Letter sent: _____/_____/_____  

**For Tabled**

**Final Determination:** □ Approved  □ Denied

**Note(s):**

________________________________________________________________________

________________________________________________________________________

Signature: __________________________ 2nd Committee Meeting date: _____/_____/_____

Letter sent: _____/_____/_____  

**Registrar’s Office use only:**

**Note(s):**

________________________________________________________________________

________________________________________________________________________

**Processed by:** __________________________  Date: _____/_____/_____
Office of the Registrar - Division of Student Affairs

Academic Standing Appeals Committee

*Academic Appeal Form*

Please print clearly

CUNYfirst EMPL ID# or SSN #

____________________________     _________________________    ___________       __________________________

Last Name                                First Name                 Middle Initial         Name while in Attendance (if different)

___________

Current Mailing Address: Street  Apt Nº             City               State           Zip Code

Phone Nº (______)__________-___________ E-mail address: _____________________________________________

Appeal Category:    ___Academic Appeal    ___Financial Liability Appeal    ___Both

Type/Requested:

☐ Reinstatement from Suspension/Dismissal for:    __Fall    __Spring  Session:    __I    __II    Year:   20____

  Date dismissed/suspended: ______________________

☐ Change of Grade for: ______________________

☐ Waiver of Financial Liability for Semester:    __Fall    __Spring  Session:    __I    __II    Year:   20____

☐ Other: Specify: ______________________

Reason(s) for Appeal:

☐ Illness    ☐ Work    ☐ Family obligations    ☐ Technical (Registration system problem, etc.)

☐ Other: ______________________

Retain a copy of this Appeal form and supporting documents for your records

2nd Page
**Student Statement:** Explain your request as factually as possible. Please include: your actions, reasons, directions given to you by LaGuardia faculty/staff, etc. Check off, list or describe and attach all supporting documents. *Please print clearly or type. Continue on back of page or attach additional sheet(s) if needed.*

____________________________________________________________________________________
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**Common Supporting Documents (Check off all attached)**

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*Additional documents provided (Please describe/list):*

1. __Please see attached.__

*By signing below you are certifying that the information you have provided is true and accurate to the best of your knowledge.*

**Student’s Signature:** ________________________________        **Date:** _____/_____/_____  

**Advisor’s Signature:** ________________________________        **Date:** _____/_____/_____