



## Office of the Registrar - Division of Student Affairs Academic Standing Appeals Committee

### 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?



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### 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:*

#### **Academic**

- Advisement form
- Registration printout
- College printed material
- Letter from instructor, counselor, or staff

#### **Health**

- Hospital record
- Doctor's note
- Death certificate
- Letter from funeral director
- Birth certificate
- Letter from therapist/social worker

#### **Work**

- Time card
- Letter from employer

#### **Other**

- Court records
- Police report
- Passport/VISA
- Plane tickets
- Letter from agency
- Letter from clergy

### 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.



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Academic Standing Appeals Committee

Academic Appeal Form

Supporting Documents:

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

- 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: \_\_\_\_/\_\_\_\_/\_\_\_\_



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Academic Standing Appeals Committee

Academic Appeal Form

Please print clearly

Grid for CUNYfirst EMPL ID# or SSN #

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:

Table with 2 columns: Course, Semester/Session/Year

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

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*Academic Appeal Form*

**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*)

<u>Academic</u>	<u>Health</u>	<u>Work</u>	<u>Other</u>
<input type="checkbox"/> Advisement form <input type="checkbox"/> Registration printout <input type="checkbox"/> College printed material <input type="checkbox"/> Letter from instructor, counselor or staff	<input type="checkbox"/> Hospital record <input type="checkbox"/> Doctor's note <input type="checkbox"/> Death certificate <input type="checkbox"/> Letter from Funeral director <input type="checkbox"/> Birth certificate <input type="checkbox"/> Letter from therapist or social worker	<input type="checkbox"/> Time card <input type="checkbox"/> Letter from employer	<input type="checkbox"/> Court records <input type="checkbox"/> Police report <input type="checkbox"/> Passport/visa <input type="checkbox"/> Plane tickets <input type="checkbox"/> Letter from Agency <input type="checkbox"/> Letter from religious Clergy

*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:** \_\_\_\_/\_\_\_\_/\_\_\_\_