



LaGuardia Community College - Office of the Registrar Academic Standing Appeals Committee

Academic Appeals are required to be reviewed and signed by an academic advisor before submission.

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, a change in a work schedule, or other events that have directly impacted 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 F, FIN, U, or WU to a W due to qualifying circumstances is appropriate (**Other requests for grade changes should first be made to the instructor of the course(s) and then to the Academic Department Chairperson before filing an appeal**).

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 through 4.

1. Fill out the Academic Appeal Form online.

- The form is located on the Registrar Home page: www.laguardia.edu/registrar

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, you must 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 by the last day to withdraw?



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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 Record
- 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 or your program, if you are a member of College Discovery or ASAP, to discuss whether the appeal process would benefit you, your reason(s) for filing and the supporting documentation that you must attach.

To meet with your advisor from Student Advising Services, please visit www.laguardia.edu/advising.

To meet with your advisor from College Discovery, please visit www.laguardia.edu/academics/college-discovery.

To meet with your advisor from ASAP, please visit www.laguardia.edu/asap.

Each link will provide the necessary instructions on how to contact each department.

Make sure to have all three documents ready for your appointment:

- The Academic Appeal Form.
- A copy of your statement on a separate sheet of paper or on a flash drive.
- Supporting documentation. (If this is not a file, upload a scan or photograph)

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 email you and submit it to the Academic Appeals Committee.

After Submitting the Appeal

Appeals take 6 to 10 weeks to process. You will be notified by mail of the results. If you have not heard back by this time, please e-mail the Appeals Committee at academicappeal@lagcc.cuny.edu. 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 at Financialaid@lagcc.cuny.edu for more details.



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Academic Appeal Form

1st Page

Please print clearly

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CUNYfirst EMPL ID#

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

Current Mailing Address Apt. No. City State Zip Code

Phone #: _____ E-mail address: _____

Academic Appeal Only

For Tuition Liability, please use this form <https://www.laguardia.edu/payingforcollege/tuition-liability-appeal-form/>

For Reinstatement, please use this form <https://www.laguardia.edu/registrar/readmission-and-reinstatement-application/>

Course Semester/Session/Year

☐ Change of Grade for:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

☐ 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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Supporting Documents:

Date Received:

- ☐ Attendance Roster(s)
☐ CUNYfirst Screens(Student Service Center)
☐ CUNYfirst Screens(Enrollment Request Search)
☐ Transcripts Other(s)
☐ Other
☐ 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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3rd 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 the back of the page or attach additional sheet(s) if needed.

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"/> Hospital record	<input type="checkbox"/> Time card	<input type="checkbox"/> Court records
<input type="checkbox"/> Registration printout	<input type="checkbox"/> Doctor's note	<input type="checkbox"/> Letter from employer	<input type="checkbox"/> Police report
<input type="checkbox"/> College printed material	<input type="checkbox"/> Death certificate		<input type="checkbox"/> Passport/visa
<input type="checkbox"/> Letter from instructor, counselor or staff	<input type="checkbox"/> Letter from Funeral director		<input type="checkbox"/> Plane tickets
	<input type="checkbox"/> Birth certificate		<input type="checkbox"/> Letter from Agency
	<input type="checkbox"/> Letter from therapist or social worker		<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. Academic Appeals are required to be reviewed and signed by an academic advisor before submission.

Advisor's Name and Signature: _____

Date: _____

Student Signature: _____ **Date:** _____

RO-013/Revised:AS-10/08/2025