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Overview of the School of Education Committee on Course & Standing

Article II Section 2.b

(By-Law change below approved at the SOE Faculty Meeting November 15, 2007)

Consisting of the Director, Office of Student Services, non-voting, ex-officio, one faculty member elected by each department of the School of Education, and two members elected at large by the faculty of the School of Education. The Committee will select a chair from among its faculty members. This Committee shall consider and rule upon all individual appeals of students in matters of School of Education courses and standing, including deviations from requirements and rulings of the School of Education, at the graduate and undergraduate levels.

Composition

There are five voting faculty members and [ex-officio] Director of Admissions & Student Services with voice, no vote.

Election of Members

One faculty member elected by each department of the School of Education for a term of two years and two members elected at large for a term of one year by the faculty of the School of Education. (Adopted from the approved Faculty Meeting Minutes May 14, 2009)

The Committee Chair retains his/her role and responsibilities during the winter intersession and summer months and until a new Committee Chair is elected.

Charge

The School of Education Committee on Course & Standing (CC&S) is elected by the School of Education to protect the integrity of the degrees offered on matters requiring a seeming suspension of its academic policies and standards. The Committee has delegated its authority to the Chair of the Committee in Routine Matters but reserves appellate authority to itself. The Chair moderates the Committee discussions. The Dean has no authority to grant appeals but may serve in an advisory capacity to a candidate on how to present an appeal.
Scope and Frequency of Meetings

The committee makes every effort to fully review each appeal in the context of the policies and standards of the School of Education, the College and the University.

Full CC&S Matters

The entire committee meets at least three times a semester, more if the volume of business demands it, an example being a candidate initiated appeal for grade change. After examination and discussion of the documents, the Committee votes.

Routine CC&S Matters

Cases labeled routine matters are reviewed by the Chair of the Committee and the Director of Admissions & Student Services (during the term or as business demands). Examples of routine matters include requests for “Ws” after the deadline, requests for extension of INCs, etc.
Graduate Candidate Appeals

The School of Education CC&S will only review appeals that pertain to the School of Education. All other appeals are filed through the respective Dean’s Office of that division. Course work for temporary grades (i.e. INC) must be completed no later than ten weeks into the second semester following the award of the temporary grade (i.e. a candidate who receives an INC for a course ending in May must complete the work by mid-April of the following year). It is the responsibility of the candidate to request an INC which may be granted at the discretion of the instructor. **No grade may be changed after a candidate has graduated!**

Undergraduate Candidate Appeals

The School of Education CC&S will only review appeals that pertain to the School of Education. Appeals relating to the College of Liberal Arts & Sciences (CLAS) CORE must be submitted to the CLAS Committee on Course & Standing in R5/216. Course work for temporary grades (i.e. INC) must be completed no later than ten weeks into the next semester following the award of the temporary grade (i.e. a candidate who receives an INC for a course ending in May must complete the work by mid-November of the same year). It is the responsibility of the candidate to request an INC which may be granted at the discretion of the instructor. **No grade may be changed after a candidate has graduated!**

The Committee reviews appeals only after all stated steps have been exhausted.

General Procedures For Candidate-Initiated Appeals

Students should keep all communication confidential once the appeal has begun.

1) Candidate begins by discussing the grade/s with the **instructor** as soon as possible after the grade is issued. If the candidate is unable to access the instructor, the Program Director should first be contacted to locate the instructor on the candidate’s behalf. In the event where the Program Director cannot facilitate
communication between the instructor and the candidate, the candidate should speak with the Department Chair.

2) If, after discussing the grade or other academic judgments with the instructor, a candidate wishes to pursue an appeal, s/he must discuss it with the Program Director under which the course was offered. In the event the Program Director cannot be reached, the candidate must contact the Department Chair under which the course was offered.

3) If this candidate wishes to move forward with the appeal, before meeting with the Department Chair, s/he must provide a written exposition to the Department Chair of the steps that he/she has taken to date to try to resolve the grade appeal.

4) The candidate may pursue the appeal further to the Committee on Course & Standing, which has final jurisdiction. Candidates should discuss the decision to appeal to the Committee on Course and Standing with Ms. Stacia Pusey, the Director of Admissions & Student Services, before submitting a formal appeal.

5) A formal appeal to the Committee on Course and Standing must include the following:
   - A completed appeal form
   - A written exposition that includes the issue being appealed, the desired anticipated outcome, the faculty/staff you met with and an explanation concerning his/her position and any matters relative to the issue at hand. If reinstatement, explain what steps have been taken to improve your academic standing
   - All relevant documentation that supports the appeal (ex police records, hospitalization records, travel documents)
   - All necessary signatures (instructor, program director, and chair)
   - Copies of all materials to keep for your files.

**THEN**
- Submit the original appeal materials through the Director of Admissions & Student Services, R 3/223A, ATTN: Ms. Stacia Pusey, CC&S.
N.B

A. No grade appeals will be reviewed by the committee bearing the following circumstances:
   • the instructor has accepted work after an original grade has been submitted
   • the instructor allows the candidate to audit/partially audit a course for a grade change after an original permanent grade has been entered
   • The instructor renegotiates a grade with the candidate after an original permanent grade has been entered.

B. A decision made by the committee is final. Additionally, appeals are either approved, denied or re-directed by the committee. If so desired, a request for information regarding the rationale of a decision must be submitted in writing to the attention of the CC&S Chair.

General Procedures for Faculty Involved with Candidates
Filing Appeals

Faculty should keep all communication confidential once an appeal has begun.

Instructor
   • Faculty should meet with any candidate who is initiating a discussion concerning a grade appeal from his/her respective course. The contact can occur through office hours, e-mail, and/or phone. When talking with a candidate, faculty must document the date, time, general discussion, and outcome of the communication.
   • If post contact, the candidate decides to file a formal appeal, the instructor is expected to sign the appeal form. Signing the form does not indicate support of the appeal, only recognition of the appeal and knowledge that the Committee may contact the faculty member for additional information.

Program Director
   • In the event that a candidate contacts the program director to discuss a grade issue concerning an instructor, the program director must discuss the issue at a mutually
convenient time. The program director must document the date, time, general discussion, and outcome of the communication. If necessary, the program director must assist the candidate in locating the instructor and facilitate communication between instructor and candidate.

- Post initial candidate conversation, the program director must contact the instructor of the course in order to supplement the fact-finding process. Program directors will then request the instructor’s documentation of communication with the candidate.

- If post contact, the candidate decides to file a formal appeal, the Program Director is expected to sign the appeal form. Signing the form does not indicate support of the appeal, only recognition of the appeal and knowledge that the committee may contact the program director for additional information.

Department Chair

- If a candidate contacts the department chair regarding an appeal, the department chair must document the date, time, general discussion, and outcome of each contact with the candidate.

- Once the candidate submits written documentation of the steps that he/she has taken so far, the department chair is expected to fact-find with the instructor and program director. The department chair must request both the instructor’s and the program director’s documentation of communication with the candidate.

- When the candidate submits a formal appeal, the department chair is expected to sign the appeal form. Signing the form does not indicate support of the appeal, only recognition of the appeal and knowledge that the committee may contact the department chair for additional information. If necessary, the department chair is expected to assist the candidate in obtaining the signatures of the instructor and program director.
• The department chair must submit the documentation of his/her fact-finding to the committee and any additional statement that he/she believes is relevant to that appeal.

General Procedures for Faculty-Initiated Appeals

1. Faculty may initiate a grade appeal by submitting a change of grade form that is signed by the instructor and the Dept. Chair.

2. The instructor must provide a written exposition on the reverse side of the white grade change form indicating the rationale for change. In some instances, additional supporting documentation may be required and can be attached to the grade change form. This is particularly important in the case of grade increases or decreases or for grade changes more than two semesters old.

3. The committee may contact the instructor for additional information.

4. No appeals for grade changes will be reviewed by the committee bearing the following circumstances:
   • the instructor has accepted work after an original grade has been submitted,
   • the instructor allows the candidate to audit/ partially audit a course for a grade change after an original permanent grade has been entered, and/or
   • the instructor renegotiates a grade with the candidate after an original permanent grade has been entered.

If such appeals are received, then the committee will void them and return them to the respective department chair.

Types of Appeals Considered by the Committee

Currently the School of Education Committee on Course and Standing is charged, as recorded in the Undergraduate and Graduate bulletins, School of Education 2007 amended by-laws and other printed literature, with the following education matters pertaining to, but not limited to:

• Grade appeals (all EDUC courses and since last fall 2008 all graduate CLAS secondary education offerings ending with E. Example MATHE)
• Grading (permanent and temporary grades)
• Dismissals: academic program, candidate teaching, fieldwork, etc.
- Requests for waivers of degree requirements
- Limitations on registration, and similar matters
- Requests for extension of time for completion of course/s
- Graduate candidates taking more than sixteen credits in a semester
- Attendance
- Enrollment residence, time limitations and credit limitations
- Qualifying Examination
- Other matters as deemed the purview of the Committee

Inextricably Linked Committee and Non Committee Matters

Prior to Appeal
The committee reviews only matters that are the purview of the committee.

During Appeal
There are instances when matters of the committee overlap with matters relevant to other parties including chairs, program directors, and ombudspersons. The committee can only consider the content of these matters that are relevant to the purview of the committee. In cases where there are overlapping matters, the Committee will inform the respective candidates of where to direct their additional concerns.

Post Appeal
Once the committee makes a decision, the jurisdiction of the committee ends at the decision there needs to be additional follow-up. The responsibility of post decision action plans are the jurisdiction of Program Directors, advisors, and chairs. This is most relevant in appeals inclusive of reinstatement to programs and reversal of dismissals.

Governance of Committee Meetings
1. The chair directs all meetings.
2. Meetings have a pre-established agenda and attendance is taken.
3. Case packets are distributed with information relevant to the appeal. Case packets may consist of, but is not limited to, syllabi, doctor’s notes, correspondences between candidates and teachers, medical documentation, court reports, police reports, death certificates, student work, student appeal letters, faculty appeal letters, and program memos/documentation.

4. Session notes are taken though not available to anyone outside of the committee because of the nature of the discussion.

5. If the committee feels that they are unable to reach a decision, needs to request further information, and/or needs more time the appeal may be tabled.

6. If the committee deems that neither further discussion, evidence, or time is needed, a vote is called.

7. All decisions of the committee are final.

8. Once the decision is made, the candidate is sent the decision.

9. Chairs and Program Directors may request a copy of the decision letter.

10. The Dean may request a summary of the decisions and/or view any case file.

**CC&S Chair Roles and Responsibilities**

- The chair, in collaboration with the Director of Admissions & Student Services, is responsible for overseeing routine matters
- The chair in collaboration with the director is responsible for compiling case packets
- The chair responds to appeal inquiries
- The chair communicates final decisions of the committee and manages communications concerning the final decision between the affected parties
- The chair manages the response between the committee and administration
- The chair and the director collaborate on the fact-finding and review policies and precedents relevant to appeals
- The chair is the signatory authority of the committee
- The chair remains in-service to the committee until another chair is elected
- The chair, in conjunction with the director, reviews routine matters
- The chair directs all meetings
- The chair and director set the calendars and agendas for all meetings.
Director of Admissions and Student Services Roles and Responsibilities

- The director clarifies and discusses the appeal process with students and faculty
- The director coordinates appeals to the Committee
- The director manages communication between students, committee, and faculty
- The director manages the official reports that are required by CUNY
- The director and the chair collaborate on the fact-finding and review policies and precedents relevant to appeals
- The director, in conjunction with the chair, reviews routine matters
- The director and chair set the calendars and agendas for all meetings
- The director maintains all committee files.

Confidentiality of Appeals and Proceedings

All appeals to the committee are kept confidential. No one outside of the Dean of Education can access a case file without the express written authorization of the Committee Chair. Additionally, the names of the committee members are not released unless a Freedom of Information Law (FOIL) appeal is requested through the Office of the Dean of Faculty Relations.

Correspondence

Depending on the nature of the appeal, a candidate or faculty member may receive an email and/or letter in which s/he is asked to submit documents and/or a written exposition addressing specific questions. Final decisions will also be communicated in e-mail and/or letter to the relevant parties.
UNDERGRADUATE CANDIDATE APPEAL FORM

(Appeals procedures are printed on the reverse side. Incomplete appeals will not be accepted.)

Candidate Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>I.D. #</th>
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Street Address | City, State | Zip Code
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☑️ Anticipated date of graduation ________________________________

Nature of Appeal
☑️ Reinstatement
☑️ Grade Change
☐ Course Withdrawal
☐ Other ________________________________

Courses

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<tr>
<th>Course Number/Section</th>
<th>Semester</th>
<th>Instructor</th>
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*Written Statement
Submit a TYPED explanation outlining the reason for this appeal, providing any information that might be helpful in reviewing your appeal.

Candidate Signature: __________________________ Date: _____________

Required Signatures

Candidate: The following faculty signatures are required BEFORE grade appeals can be considered.

Faculty: Your signature indicates ONLY that you will be available to provide information to the Committee on Course & Standing, not that you are in support of the candidate’s appeal.

Professor: __________________________ Date: _____________

Program Head: __________________________ Date: _____________

Dept. Chair: __________________________ Date: _____________
General Procedures for Candidate-Initiated Appeals

1. Candidate begins by discussing the grade/s with the instructor as soon as possible after the grade is issued. If the candidate is unable to access the instructor, the Program Director should be contacted first to locate the instructor on the candidate’s behalf. In the event where the Program Director cannot facilitate communication between the instructor and the candidate, the candidate should speak with the Dept. Chair.

2. If, after discussing the grade or other academic judgments with the instructor, a candidate wishes to pursue an appeal, s/he must discuss it with the Program Director under which the course was offered. In the event the Program Director cannot be reached, the candidate must contact the Dept. Chair under which the course was offered.

3. If you wish to move forward with the appeal, upon meeting with the Chair provide a writing exposition of the steps that you have taken to date to try to resolve the grade appeal.

4. The candidate may pursue the appeal further to the Committee on Course & Standing, which has final jurisdiction. Candidates should discuss the decision to appeal to CC&S with Ms. Stacia Pusey, the Director of Admissions & Services, before submitting a formal appeal.

A formal appeal to the Committee on Course and Standing must include the following:
   a. A completed appeal form
   b. A written exposition that includes the issue being appealed, the desired anticipated outcome, and an explanation concerning his/her position and any matters relative to the issue at hand. If reinstatement, explain what steps have been taken to improve your academic standing
   c. All relevant documentation that supports the appeal (ex police records, hospitalization records, travel documents)
   d. All necessary signatures (instructor, program director, and chair)
   e. Copies of all materials to keep for your files.

THEN
   f. Submit the original appeal materials through the Director of Admissions & Student Services, R 3/223A, ATTN: Ms. Stacia Pusey, CC&S.

A decision made by the committee is final. Additionally, appeals are either approved or denied by the committee. If so desired, a request for information regarding the rationale of a decision must be submitted in writing to the committee.

The Committee Course & Standing reviews appeals only after all stated steps have been exhausted. The Committee considers appeals in writing, and neither the candidate nor the instructor appears in person. The candidate appeal should be in the form of a detailed letter accompanied by any supporting evidence the candidate wishes to submit, including copies of his or her papers or letters from other candidates or instructors.

NOTE

Course work for temporary grades (i.e. INC) must be completed no later than ten weeks into the next semester following the award of the temporary grade (i.e. a candidate who receives an INC for a course ending in May must complete the work by mid-November of the same year). It is the responsibility of the candidate to request an INC which may be granted at the discretion of the instructor. **No grade may be changed after a candidate has graduated!**
SAMPLE

School of Education Committee on Course & Standing
NA 3/223A

GRADUATE CANDIDATE APPEAL FORM
(Appeals procedures are printed on the reverse side. Incomplete appeals will not be accepted.)

Candidate Information

Last Name  First Name  I.D. #

Street Address  City, State  Zip Code

Day Time Phone  Evening Phone  E-mail

☐ Anticipated date of graduation __________________________________________

Nature of Appeal

☐ Course Reinstatement
☐ Grade Change
☐ Course Withdrawal
☐ Other

Courses

<table>
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Candidate Signature: __________________________   Date: _____________

Professor: __________________________   Date: _____________
Program Head: __________________________   Date: _____________
Dept. Chair: __________________________   Date: _____________

Required Signatures

CANDIDATE: The following faculty signatures are required BEFORE grade appeals can be considered
FACULTY: Your signature indicates ONLY that you will be available to provide information to the Committee on Course & Standing, not that you are in support of the candidate's appeal.

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6. If, after discussing the grade or other academic judgments with the instructor, a candidate wishes to pursue an appeal, s/he must discuss it with the Program Director under which the course was offered. In the event the Program Director cannot be reached, the candidate must contact the Dept. Chair under which the course was offered.

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