

MEMORANDUM

From: Dr. Nina Sarkar, Chair, Committee on Course and Standing
To: Dr. Joel Kuszai, Secretary, Steering Committee of the Academic Senate
Date: November 6, 2015
Subject: Resolution to Amend the Current QCC Grade Appeal Process

Proposal to Amend the Current QCC Grade Appeal Process

Preamble:

The QCC Grade Appeal Process, although described in the College Catalogue/website, does not seem to have ever been formally approved by the Academic Senate or any other Queensborough governance body. The Academic Senate Steering Committee, in consultation with the Faculty Executive Committee, requested that the following procedural change be considered by the Academic Senate Committee on Course and Standing. That Committee did so and approved of the process as described below.

PROPOSED POLICY FOR CONSIDERATION OF THE ACADEMIC SENATE

WHEREAS, CUNY leaves it to each unit to have a process for grade appeals and the changing of a grade given by a member of the faculty; and

WHEREAS, at QCC there has been a process in place as described in the College Catalogue/website; and

WHEREAS, that process now in place does not specify that both the student and faculty member involved be informed of the formation of a grade appeal committee, or of their right to submit testimony and documents to that committee and to be informed of the outcome of the grade review process; and

WHEREAS, under the current process a student may have a grade changed by departmental grade appeal committee and the instructor might not be informed nor given opportunity to present relevant information to the departmental committee; and

WHEREAS, faculty deserve to be informed and to present their case for the grade they have assigned; and

WHEREAS, both faculty and students deserve to learn of the outcome of this process; now, therefore, be it

RESOLVED, That it shall be the policy of Queensborough Community College of the City University of New York to have a Grade Appeal Process as follows:

Rationale:

Students with questions about a grade should first discuss the reasons for the grade with the course instructor. If their concerns are not resolved, then students are advised to consult with the chairperson of the department. A formal request for an appeal of a course grade can be submitted in writing along with copies of all relevant coursework to the departmental chairperson. A committee of three faculty members (other than the course instructor) will review the student's work and make a determination about the appropriate grade. The decision of the departmental appeals committee is final. The committee must ask for and receive and consider all relevant information from both the student and the instructor. The final decision must be communicated to both the student and the instructor.

For Information Purposes: below is the current wording of the Grade Appeal Process

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