

## Grade Appeal Guidelines 2016

Students may petition for an academic grade review by following the procedure outlined below within 60 days after the grade was posted or within 30 days if the student has petitioned to graduate.

Before deciding to appeal for a grade change, the student should request a verbal (or written) explanation of the basis of the grade from the instructor. If the student is not satisfied with the explanation, the student may pursue the matter as follows:

1. The student submits a letter outlining any questions and/or objections directly to the faculty member, with a copy to the department chair or director. (If the faculty member is also the chair or director, the copy should be sent to the Dean's Office.)
2. The instructor submits a written response to the student's letter within one month of receipt, with a copy to the department chair or director (or the Dean's Office, if the faculty member is also the chair or director).
3. If the student is not satisfied by the faculty member's written response, the student may appeal further by writing and sending copies of previous communications to the dean's office designee, Director of Student Affairs, Lauretha Slaughter ([SlaughtL@newschool.edu](mailto:SlaughtL@newschool.edu)). This designee will work towards convening an appeals committee to review both letters, clarify any outstanding questions or issues, and make a recommendation to the Milano Dean's Office.
4. If the student is not satisfied by the Dean's Office response, the further process is as follows. The student may appeal further by writing and sending copies of all previous communications and syllabus to the School of Public Engagement (SPE) Student Affairs Office designee, Chrissy Roden ([RodenC@newschool.edu](mailto:RodenC@newschool.edu)). This designee will convene an appeals committee to review supporting documentation, clarify any outstanding questions or issues, and make a recommendation to the SPE Dean's Office. The Dean's decision is final.

Please also see corresponding guidelines available on the [registrar's website](#).