

# LaGuardia Community College Academic Standing Committee

## Academic Appeal Process

The Academic Appeal Process exists for students to request an exception to an academic policy or procedure at LaGuardia. The Academic Appeals Sub-Committee of the Academic Standing Committee reviews the student's request and supporting documentation as well as college records to determine if there is sufficient basis for the granting of the appeal – i.e., the college's policy or procedure was applied incorrectly to the student or there were extenuating circumstances that prohibited the student from adhering to the college's requirements.

To file an Academic Appeal:

1. Meet with a counselor from the Counseling Department (C239) or the counselor from your program if you are a member of College Discovery (C249), OSD (M102), or COPE (MB08) 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 a counselor.
2. Complete the ACADEMIC APPEAL FORM and attach supporting documentation.\* The Counselor will sign the form and forward it, on your behalf, to the Academic Appeals Sub-Committee for action.

\*Documentation may be any material that supports your argument for an appeal.

Examples include: a dated copy of your RegXpress printout showing registration, add/drop or withdrawal activity; letter from a doctor explaining that you could not attend classes due to illness; letter from an employer describing changes in your work situation; etc.

3. The Academic Appeals Sub-Committee (a group of faculty) will conduct research to verify your explanation (i.e., contact author of a letter, review the registration and attendance history, etc.), review the Appeal Form and documentation you have provided, discuss the material and make a determination of (1) Approved, (2) Denied or (3) Tabled/request additional information. A determination of "Tabled/request additional information" will include a timeframe for you to provide the additional information (usually 30 days). If material is not provided by the stated deadline, the appeal is denied.
4. You will be sent a letter with the subcommittee's decision. The decision of the Academic Appeals Sub-Committee is final.

Notes:

- (A) The Academic Appeals Sub-Committee meets at least once per month during Session I. Meetings during Session II are called as needed.
- (B) Requests for a grade change from WU, F, FIN, or U to W 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. A letter from the Chairperson must be attached to the Academic Appeals Sub-Committee 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.*

**Common Supporting Documents** (Check off all attached)

- | Academic   | Health   | Work  | Other   |
|--|--|---|---|
| <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,<br>counselor or staff | <input type="checkbox"/> Birth certificate                       |   | <input type="checkbox"/> Plane tickets                |
|  | <input type="checkbox"/> Letter from therapist/<br>social worker |   | <input type="checkbox"/> Letter from Agency           |
|  |  |   | <input type="checkbox"/> Letter from religious clergy |

Additional documents provided (please describe/list):

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*By signing below you are certifying that the information you have provided is true and accurate to the best of your knowledge.*

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_