

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

STUDENT GRADE APPEAL FORM

For BFA Students: This form must be submitted to the student's academic adviser no later than one week into the term following receipt of the disputed grade. Grade appeals are reviewed based on information provided by student and faculty, and may be denied.

For Conservatory Students: This form must be submitted to the student's Department Chair no later than one week into the term following receipt of the disputed grade. If the Chair is the instructor, the grade appeal should be sent directly to the Campus Dean. Grade appeals are reviewed based on information provided by student and faculty, and may be denied.

DATE: _____

STUDENT NAME: _____

START DATE/PROGRAM: _____ (e.g. Spring 2019 BFA Filmmaking)

COURSE NO: _____ COURSE TITLE: _____

INSTRUCTOR: _____ GRADE RECEIVED: _____

STUDENT REQUEST FOR APPEAL DUE TO:

- The student believes that the instructor failed to follow the syllabus and/or grading rubrics. Students should provide documentation (returned assignments, exchanges with instructor, etc.) to demonstrate that they were unreasonably graded.
- The student believes grade penalty sanctions are disproportionate to the severity of violations, or are excessive, insufficient, or inappropriate
- The student has new evidence, which is sufficient enough to alter the instructor's determination and was not available during the grading process.

STUDENT SIGNATURE: _____

ACADEMIC ADVISER (if applicable) : _____

NEW YORK FILM ACADEMY

COLLEGE OF VISUAL AND PERFORMING ARTS

GRADE APPEAL PROCEDURE:

STEP 1

Student submits completed Grade Appeal Form to Academic Advisor or Department Chair no later than one week into the term following receipt of the disputed grade. Students are expected to consult with the instructor for a full grade breakdown before filing an appeal. Grade appeals must state one of the following reasons for appeal:

- The student believes that the instructor failed to follow the syllabus and/or grading rubrics. Students should provide documentation (returned assignments, exchanges with instructor, etc.) to demonstrate that they were unreasonably graded.
- The student believes grade penalty sanctions are disproportionate to the severity of violations, or are excessive, insufficient, or inappropriate.
- The student has new evidence, which is sufficient enough to alter the instructor's determination and was not available during the grading process.

DATE GRADE APPEAL SUBMITTED: _____

STEP 2

Academic Adviser or Department Chair or Campus Dean discusses reasons for the grade appeal with student, consults with Department Chair or Campus Dean and instructor, and reviews supporting documents. Within five (5) days of receiving the Grade Appeal Form, student is informed of the grade appeal decision regarding. Adviser, Department Chair, or Campus Dean submits Grade Appeal Form to Registrar to be placed in student file.

ADVISER/DEPARTMENT CHAIR/ CAMPUS DEAN NOTES:

NEW GRADE (if applicable): _____

ADVISER/DEPARTMENT CHAIR/CAMPUS DEAN SIGNATURE:
